

# **General Ledger Basic Processes**

**Student Guide**

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# **Creating Basic Manual Journal Entries**

## **Chapter 1**

# Creating Basic Manual Journal Entries

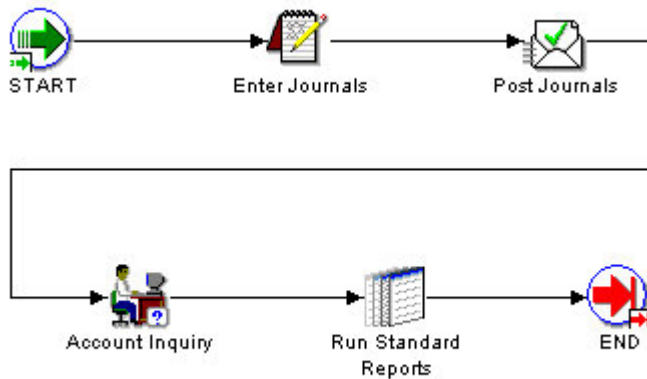
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## Section Objectives

At the end of this section, you should be able to:

- Create basic manual journal entries and post
- Review and correct journal entries
- Generate reversing journal entries
- Review and post journal entries immediately or schedule to have them posted at a later time
- Perform Account Balances inquiries

The Basic General Ledger Journal entry process is shown below.



# Journal Entry Batches

---

## Grouping Journals into Batches

You can organize journal entries with common attributes into batches. Examples of common attribute groupings include:

- Journal type
- Journal date
- Journal preparer

## Batches

- The use of journal batches is optional. If desired, you can enter a journal directly.
- Batches can contain an unlimited number of journal entries.
- All journal entries in a batch must share the same period.

## Basic Manual Journal Entry

---

### **Basic Manual Journal Entry**

A basic manual journal entry is a journal entry that you enter directly into Oracle General Ledger. Manual journal entries can include the following:

- Year-end high level entries
- Accrual entries
- Adjustments entries

## Entering Manual Journal Entries

---

### Find Journals

Oracle Public Sector General Ledger

N → Journals → Enter

Find Journals

Find Journals

Batch

Journal

Source

Category

Period

Currency

**Status**

Posting

Funds

**Control Total**

Batch

Journal

[More](#)

[Clear](#) [New Batch](#) [New Journal](#) [Find](#)

1. Select (B) New Journal.

If No Batch is created before journal, the Batch Name defaults to "JOURNAL NAME:  
DATE 25-JAN-2003 TIME:-----"

Journals (FRA\_SET\_OF\_BOOKS) - [New]

|               |              |                 |             |
|---------------|--------------|-----------------|-------------|
| Journal       |              |                 |             |
| Period        | MAR-02_FY-02 | Effective Date  | 02-MAR-2002 |
| Category      |              | Source          | Manual      |
| Balance Type  | A            | Document Number |             |
| Description   |              |                 |             |
| Control Total |              |                 |             |

**Conversion**  
 Currency: USD  
 Date: 02-MAR-2002  
 Type: User  
 Rate: 1

| Line | Account | Debit (USD) | Credit (USD) | Description |
|------|---------|-------------|--------------|-------------|
|      |         |             |              |             |
|      |         |             |              |             |
|      |         |             |              |             |
|      |         |             |              |             |
|      |         |             |              |             |
|      |         |             |              |             |
|      |         |             |              |             |
|      |         |             |              |             |

Acct Desc:

| JOURNALS                  |  |              |
|---------------------------|--|--------------|
| Field Name                | Comments   | Required?    |
| Journal                   | Enter a unique name for the journal.   | Yes          |
| Period                    | Select from the LOV the corresponding accounting period.   | Yes          |
| Effective Date            | This field will default to the current calendar date. You have the option to change this if necessary.   | No           |
| Category                  | Select from the LOV the appropriate category type.   | Yes          |
| Source                    | This field will default a value that coincides with the category.  | Display Only |
| Balance Type              | Default value will always be A for Actuals.  | Display Only |
| Document Number           | Optional field for internal information.   | No           |
| Description               | Optionally enter a description of the journal.   | No           |
| Control Total             | Optionally enter a control total amount. This will ensure that the journal is balanced.  | No           |
| Conversion Area           |  |              |
| Currency                  | This field is a default value of USD but can be changed to STAT if needed.   | No           |
| Date                      | This field will default with the current calendar date and cannot be changed.  | Display Only |
| Type                      | Default value that cannot be changed.  | Display Only |
| Rate                      | Default value that cannot be changed.  | Display Only |
| Enter Journal Lines Data: |  |              |
| Line                      | Enter a unique line item number for your journal line item entry. It is recommended that line numbers are sequenced by the value 10 incase insertion should occur. | Yes          |



|                       |  |              |
|-----------------------|--|--------------|
| Account               | Select from the LOV a short hand alias name (if this is not needed just click (B) OK to bypass the short hand alias) select the appropriate accounting flexfield values. | Yes          |
| Debit (USD)           | Enter the debit amount.  | Yes          |
| Credit (USD)          | Enter the credit amount.   | Yes          |
| Description           | This value is defaulted from the description field in the Journal Header, if this was left blank then you may enter a description here.                                  | No           |
| Transaction Code      | Enter a transaction code to automatically create an additional Debit/Credit pair.  | No           |
| Descriptive Flexfield | Enter the required value for the Trading Partner. This field is required for selected SGL Accounts. <b>See your supervisor for current requirements.</b>                 | Yes          |
| Acct Desc.            | This is a display field, which describes the account values.   | Display Only |

**Note:** An Enter Journals: Line screen will appear if a Trading Partner value is used in the Descriptive Flexfield on the Journals screen.

The screenshot displays the Oracle Journals (FRA\_SET\_OF\_BOOKS) - [New] window. The main form includes fields for Journal, Period (MAR-02\_FY-02), Effective Date (02-MAR-2002), Category, Source (Manual), Balance Type (A), Document Number, Description, and Control Total. A Conversion panel on the right shows Currency (USD), Date (02-MAR-2002), Type (User), and Rate (1). Below these fields is a table with columns Line and Account. An 'Enter Journals: Lines' dialog box is open, showing a Trading Partner field and OK, Cancel, Clear, and Help buttons. At the bottom of the main window are buttons for More Details, Change Currency..., and More Actions.

- When the Enter Journals: Line screen appears, enter the Trading Partner for the required SGL Account or select (B) LOV and select a Trading Partner code from the list of values that will appear.

**IMPORTANT:** The Trading Partner is the two digit Treasury Department code of the federal entity involved in the transaction with the reporting entity. The Trading Partner

**MUST** be entered for the required SGL accounts to ensure proper financial reporting. The following is a list of the SGL accounts that require the two-digit Trading Partner code.

Refer to *General Ledger Trading Partner [REF7117Z]*

| <b>Trading Partner<br/>Required for SGL<br/>Accounts That Fall<br/>Within These Ranges</b> |
|--|
| 13100000 to 14509999   |
| 13190000 to 13196100   |
| 13200000 to 13206000   |
| 13250000 to 13256100   |
| 13290000 to 13296100   |
| 13300000 to 13309999   |
| 13350000 to 13359999   |
| 16100000 to 16906000   |
| 19200000 to 21909999   |
| 22130000 to 22156200   |
| 22250300 to 25909999   |
| 29200200 to 29959999   |
| 51000400 to 55096400   |
| 57200500 to 61909999   |
| 63100600 to 64009999   |
| 67200600 to 68009999   |
| 68501300 to 75009999   |

Note: For current trading partner requirements, go to [www.fms.treas.gov/ussgl](http://www.fms.treas.gov/ussgl)

3. Save your work.
4. Select (B) More Actions.

Journals (FRA\_SET\_OF\_BOOKS) - [New]

Journal:   
 Period: **MAR\_02\_FY\_02** Effective Date: **02-MAR-2002**  
 Category:  Source: **Manual**  
 Balance Type: **A** Document Number:   
 Description:   
 Control Total:

**Conversion**  
 Currency: **USD**  
 Date: **02-MAR-2002**  
 Type: **User**  
 Rate: **1**

| Line | Account | Debit (USD) | Credit (USD) | Description |
|------|---------|-------------|--------------|-------------|
|      |         |             |              |             |
|      |         |             |              |             |
|      |         |             |              |             |
|      |         |             |              |             |
|      |         |             |              |             |
|      |         |             |              |             |

**More Actions (FRA\_SET\_OF\_BOOKS) - [New]**

Reverse Journal Post  
 Change Period... Cancel

**Funds Action**

Check Funds Reserve Funds View Results

More Details Change Currency... More Actions

5. Select (B) Post to post the journal.

You will receive a Concurrent Request number.

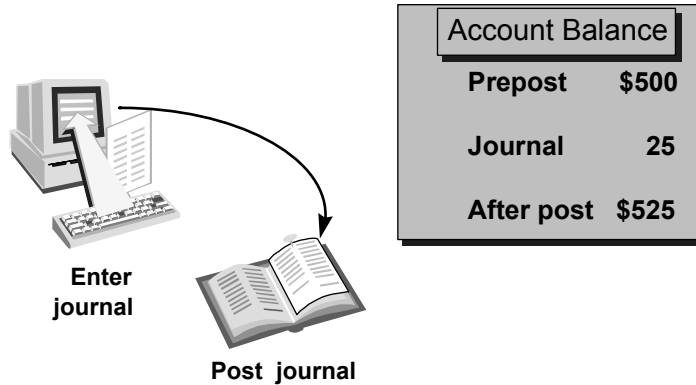
6. Select (B) OK.

7. Save your work.

# Posting Journals

---

**Update balances by posting journals.**



## Posting Options

You have several ways to post journal batches.

- Use the Post Journals window to select and post several journal batches.
- Use the More Actions window to post a journal batch directly.
- Use the AutoPost program to periodically post journal batches.

## Correcting Unpostable Batches

Common explanations for unpostable batches include:

- Control total violations
- Posting to unopened periods
- Unbalanced journal entries

## Posting Journals

### Find Journal Batches

Oracle Public Sector General Ledger

N → Journals → Post

Find Journal Batches

Find Journal Batches

Period  Balance Type **Any**

Batch

**Total**

Entered Debit

Entered Credit

Control

| FIND JOURNAL BATCHES |   |           |
|----------------------|---|-----------|
| Field Name           | Comments  | Required? |
| Period               | Enter the desired period.   | No        |
| Batch                | Enter the name of the batch.  | No        |
| Balance Type         | Enter the balancing type. Choose from Any, Actual, Budget or Encumbrance. | No        |
| Total Area           |   |           |
| Entered Debit        | Enter debit amount of predefined batch.                                   | No        |
| Entered Credit       | Enter credit amount of predefined batch.                                  | No        |
| Control              | Enter control total amount of the predefined batch.                       | No        |

1. Select (B) Find to execute this query.

PostJournals (FRA\_SET\_OF\_BOOKS)

|                          | Period    | Batch                       | Balance Type | Total Entered |            | Control Total |
|--------------------------|-----------|-----------------------------|--------------|---------------|------------|---------------|
|                          |           |                             |              | Debit         | Credit     |               |
| <input type="checkbox"/> | MAR-02_FY | CJE: Payables 752559: A     | Actual       | 18,118.00     | 18,118.00  |               |
| <input type="checkbox"/> | MAR-02_FY | CJE: Purchasing 752559: A   | Actual       | 105,348.00    | 105,348.00 |               |
| <input type="checkbox"/> | MAR-02_FY | FRA Purchasing 752533: A 6  | Actual       | 500.00        | 500.00     |               |
| <input type="checkbox"/> | MAR-02_FY | Void Payables 752538: A 640 | Actual       | 4,277.79      | 4,277.79   |               |
| <input type="checkbox"/> | FEB-02_FY | AR 5061 Receivables 752047  | Actual       | 92,291.92     | 92,291.92  |               |
| <input type="checkbox"/> | FEB-02_FY | AR 5086 Receivables 752327  | Actual       | 14,607.60     | 14,607.60  |               |
| <input type="checkbox"/> | FEB-02_FY | CJE: Payables 752559: A     | Actual       | 115,776.80    | 115,776.80 |               |
| <input type="checkbox"/> | FEB-02_FY | CJE: Purchasing 752559: A   | Actual       | 161,680.00    | 161,680.00 |               |
| <input type="checkbox"/> | FEB-02_FY | Void Payables 752514: A 640 | Actual       | 387.46        | 387.46     |               |

**Batch Information**

Post Status: **Postable**      Period Status: **Open**

Batch Status: **Passed funds reservation**

**Note:** Although this document illustrates posting the batch from the More Actions window after reviewing the batch and journals, you can choose to post the batch from this screen by checking the checkbox next to the batch row and selecting (B) Post. You will receive a Concurrent Request ID.

| POST JOURNALS          |  |              |
|------------------------|--|--------------|
| Field Name             | Comments   | Required?    |
| Checkbox               | Select the batch or batches to post. Batch rows that are grayed are not available for posting.               | Yes          |
| Period                 | The period in which the batch was recreated.   | Display Only |
| Batch                  | The unique batch name assigned by user or system.  | Display Only |
| Balance Type           | The balance type of the transactions. Balance type can be either actual, budget or encumbrance               | Display Only |
| Total Entered Area     |  |              |
| Debit                  | The debit amount is displayed  | Display Only |
| Credit                 | The credit amount is displayed   | Display Only |
| Control Total          | Control total for the batch it will be display.  | Display Only |
| Batch Information Area |  |              |
| Post Status            | The post status of the selected batch can be Postable, Not Postable, Processing or Selected (for posting).   | Display Only |
| Period Status          | The period status (Open/Close) of the batch.   | Display Only |
| Batch Status           | The batch status can be Requires Funds Reservation, Passed Funds Reservation, or Journal Batches Unapproved. | Display Only |

- Choose a batch row and select (B) Review Batch to view the journal batch.

Batch (FRA\_SET\_OF\_BOOKS)

Batch: **CJE: Payables 752559: A**

Period: **MAR-02\_FY-02**

Balance Type: **Actual**

Description: **: Payables 752559**

Transaction Code:

Control Total:

**Status**

Posting: **Unposted**

Funds: **Passed**

Approval: **N/A**

**Date**

Created: **04-MAR-2002**

Posted:

**Batch Totals**

|           | Debit        | Credit       |
|-----------|--------------|--------------|
| Entered   | <b>18118</b> | <b>18118</b> |
| Converted | <b>18118</b> | <b>18118</b> |

Journals

More Actions

| BATCH            |   |              |
|------------------|---|--------------|
| Field Name       | Comments  | Required?    |
| Batch            | Unique batch name   | Display Only |
| Period           | Current open accounting period.   | Display Only |
| Balance Type     | The balance type of the transactions. Balance type can be either actual, budget or encumbrance  | Display Only |
| Description      | A brief description of the batch. If the batch was imported from a feeder system or generated automatically, the description will list the source, journal ID, and system date  | Display Only |
| Transaction Code | If entered, the transaction code for the batch  | Display Only |
| Control Total    | If entered, the control total of the batch. If the Total entered Debits and Total Entered Credits do not equal, you cannot post the batch unless allow suspense posting is enabled.   | Display Only |
| Date Area        |   |              |
| Created          | Date the batch was created.   | Display Only |
| Posted           | Status of the batch.  | Display Only |
| Status Area      |   |              |
| Posting          | The posting status of the displayed batch.  | Display Only |
| Funds            | Indicates whether the batch passed funds control.   | Display Only |
| Approval         | Indicates if this batch has been approved. If this option is not enabled, the field will state not applicable.  | Display Only |
| Batch Totals     |   |              |
| Entered          | The total of the debit and credit entered for this batch.   | Display Only |
| Converted        | If the conversion currency rate entered on the Enter Journals window is other than USD, General Ledger will automatically convert and display the conversion amount here. Department of Transportation will always use USD. | Display Only |

|              |  |              |
|--------------|--|--------------|
| Batch Status | The batch status can be Requires Funds Reservation, Passed Funds Reservation, or Journal Batches Unapproved. | Display Only |
|--------------|--|--------------|

3. Select (B) Journals to view the journal lines in the Journals window.

Journals (FRA\_SET\_OF\_BOOKS) - CJE: Payables 752559: A

|               |                                   |                 |             |
|---------------|-----------------------------------|-----------------|-------------|
| Journal       | CJE: Purchase Invoices USD User 1 |                 |             |
| Period        | MAR-02_FY-02                      | Effective Date  | 31-MAR-2002 |
| Category      | Purchase Invoice:                 | Source          | Payables    |
| Balance Type  | A                                 | Document Number |             |
| Description   | CJE: : 752559                     |                 |             |
| Control Total |                                   |                 |             |

**Conversion** ☒

|          |             |
|----------|-------------|
| Currency | USD         |
| Date     | 04-MAR-2002 |
| Type     | User        |
| Rate     | 1           |

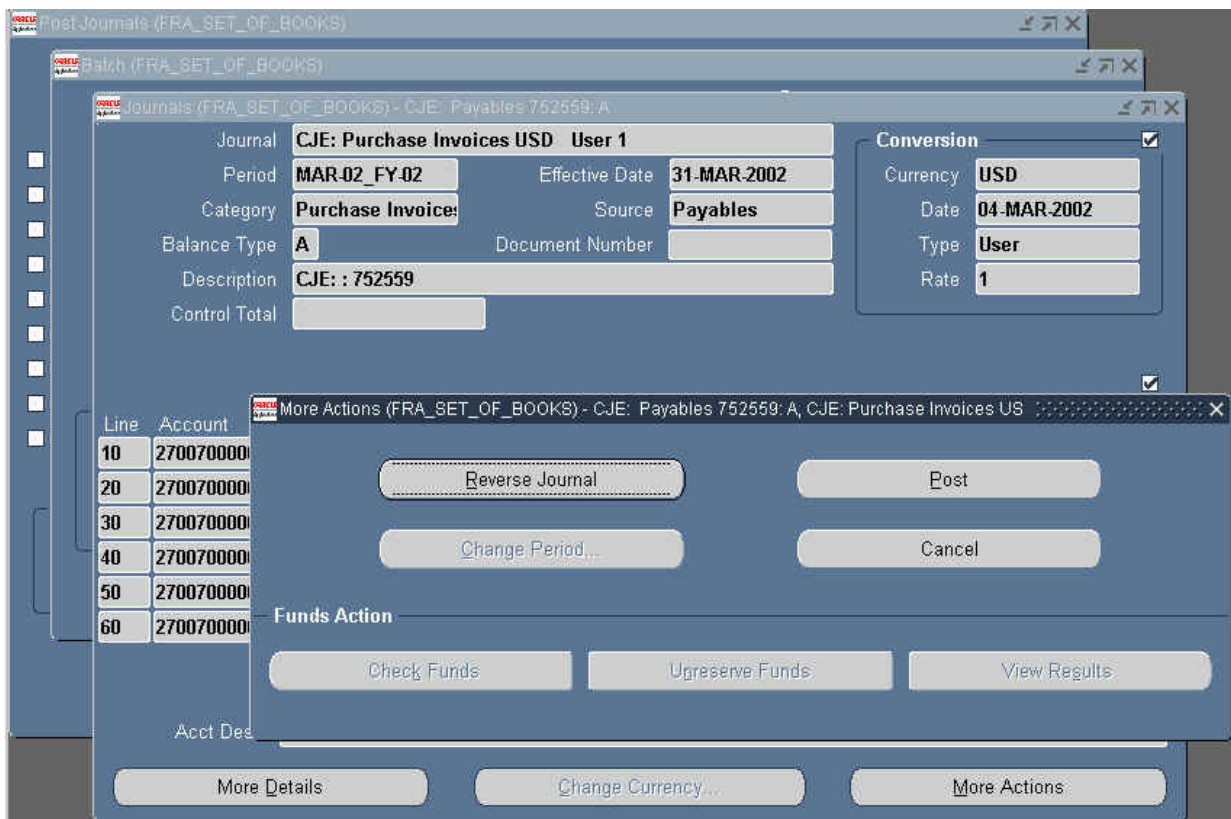
| Line | Account                             | Debit (USD) | Credit (USD) | Description |
|------|-------------------------------------|-------------|--------------|-------------|
| 10   | 2700700000.2000.0101050000.40500000 |             | 1,200.00     |             |
| 20   | 2700700000.2000.0101050000.40500000 |             | 1,200.00     |             |
| 30   | 2700700000.2000.0101050000.40420000 |             | 1,200.00     |             |
| 40   | 2700700000.2000.0101050000.40420000 |             | 1,200.00     |             |
| 50   | 2700700000.2000.0101050000.40500000 | 1,200.00    |              |             |
| 60   | 2700700000.2000.0101050000.40500000 | 1,200.00    |              |             |
|      |                                     | 18,118.00   | 18,118.00    |             |

Acct Desc: SAFETY AND OPERATIONS, FR.BY 2000.SAL & EXP ADMINISTRATION .BUDGET, OFFICE OF.FURI

More Details    Change Currency...    More Actions

4. Select (B) More Actions.





5. Select (B) Post.

You will receive a concurrent Request ID

6. Select (B) OK.

7. Select (M) View:Requests.

8. Select (B) Find.

9. Periodically select (B) Refresh Data until your request has completed normal.

10. Return to the Batch screen by selecting "X" in the upper right-hand corner of the screen or by selecting (M) File: Close Screen.

Batch (FRA\_SET\_OF\_BOOKS)

|                  |                         |  |
|------------------|-------------------------|--|
| Batch            | CJE: Payables 752559: A | <b>Status</b><br>Posting <b>Posted</b><br>Funds <b>Passed</b><br>Approval <b>N/A</b> |
| Period           | MAR-02_FY-02            |  |
| Balance Type     | Actual                  |  |
| Description      | : Payables 752559       |  |
| Transaction Code |                         | <b>Date</b><br>Created <b>04-MAR-2002</b><br>Posted <b>05-MAR-2002</b>               |
| Control Total    |                         |  |

| Batch Totals |       |        |
|--------------|-------|--------|
|              | Debit | Credit |
| Entered      | 18118 | 18118  |
| Converted    | 18118 | 18118  |

[ ]

Journals      More Actions

Notice the posting status changed from "Selected for Posting" to "Posted".

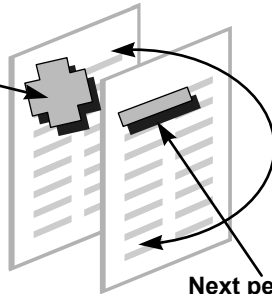
# Reversing Entries

---

## Reversing Journal Entries

**You can use reversing journal entries to reverse accruals, estimates, errors, or temporary adjustments and reclassifications.**

**First period:  
Amounts are added.**



**Next period:  
Amounts are subtracted.**

## Original Journal Entry

- Enter the original journal entry; amounts are added to relevant account balances.
- Flag the entry for reversal.

## Reversing Journal Entry

- Use reversing journal entries to reverse accruals, estimates, errors, or temporary adjustments and reclassifications.
- After the original entry is reversed, amounts are subtracted from the relevant account balances.
- In addition to reversing individual journal entries, entire journal entry batches can be reversed.

## Creating Reversing Journals

---

Oracle Public Sector General Ledger

N → Journals → Enter

Find Journals

Find Journals

Batch

Journal

Source

Category

Period

Currency

**Status**

Posting

Funds

**Control Total**

Batch

Journal

[More](#)

[Clear](#) [New Batch](#) [New Journal](#) [Find](#)

Always enter as much information as known to help expedite the search. Use the wild care "%" in the Batch and/or the Journal fields to enter partial batch or journal name information.

1. Select (B) Find.

Enter Journals (FRA\_SET\_OF\_BOOKS)

| Batch Status  | Batch Name          | Journal Name | Period       | Journal Debit | Journal Credit |
|---------------|---------------------|--------------|--------------|---------------|----------------|
| <b>Posted</b> | Spreadsheet 1271339 | Budget USD   | SEP-02_FY-02 | 6,449,686.00  | 6,449,686.00   |
| Posted        | Spreadsheet 1272994 | Budget USD   | SEP-02_FY-02 | 552,626.00    | 552,626.00     |
| Posted        | Spreadsheet 1273014 | Budget USD   | SEP-02_FY-02 | 408,646.00    | 408,646.00     |
| Posted        | Spreadsheet 1273090 | Budget USD   | SEP-02_FY-02 | 120,000.00    | 120,000.00     |
| Posted        | Spreadsheet 1273094 | Budget USD   | SEP-02_FY-02 | 2,000.00      | 2,000.00       |
| Posted        | Spreadsheet 1273418 | Budget USD   | SEP-02_FY-02 | 287,000.00    | 287,000.00     |
| Posted        | Spreadsheet 1273472 | Budget USD   | SEP-02_FY-02 | 75,018.00     | 75,018.00      |
| Posted        | Spreadsheet 1273544 | Budget USD   | SEP-02_FY-02 | 421,000.00    | 421,000.00     |
| Posted        | Spreadsheet 1273554 | Budget USD   | SEP-02_FY-02 | 199,740.00    | 199,740.00     |
| Posted        | Spreadsheet 1273604 | Budget USD   | SEP-02_FY-02 | 90,166.00     | 90,166.00      |
| Posted        | Spreadsheet 1273609 | Budget USD   | SEP-02_FY-02 | 103,000.00    | 103,000.00     |
| Posted        | Spreadsheet 1273700 | Budget USD   | SEP-02_FY-02 | 225,000.00    | 225,000.00     |

Buttons: New Journal, Review Journal, Requery, New Batch, Review Batch, More Actions

2. Select journal to be reviewed and select (B) Review Journal.

Journals (FRA\_SET\_OF\_BOOKS) - Spreadsheet 1271339: A 115737

Journal: Budget USD  
 Period: SEP-02\_FY-02  
 Effective Date: 01-SEP-2002  
 Category: Budget  
 Source: Spreadsheet  
 Balance Type: A  
 Budget:  
 Description: Journal Import 1271339:  
 Control Total:

Conversion:  
 Currency: USD  
 Date: 01-SEP-2002  
 Type: User  
 Rate: 1

| Line | Account                             | Debit (USD)  | Credit (USD) | Description          |
|------|-------------------------------------|--------------|--------------|----------------------|
| 1    | 27X0745000.2002.0000000000.00000000 |              | 50,000.00    | Journal Import Creat |
| 2    | 27X0745000.2002.0000000000.00000000 |              | 74,843.00    | Journal Import Creat |
| 3    | 27X0745000.2002.0000000000.00000000 |              | 150,000.00   | Journal Import Creat |
| 4    | 27X0745000.2002.0000000000.00000000 |              | 150,000.00   | Journal Import Creat |
| 5    | 27X0745000.2002.0000000000.00000000 |              | 300,000.00   | Journal Import Creat |
| 6    | 27X0745000.2002.0000000000.00000000 |              | 300,000.00   | Journal Import Creat |
|      |                                     | 6,449,686.00 | 6,449,686.00 |                      |

Acct Desc: RAILROAD RESEARCH AND DEV.BY 2002.NOT APPLICABLE.NOT APPLICABLE.NOT APPLICABLE.

Buttons: More Details, Change Currency..., More Actions

### 3. Select (B) More Details.

Although this navigation shows how to reverse a journal entry through the More Details form, users can also reverse a journal by Selecting (B) More Actions.

| MORE DETAILS     |  |              |
|------------------|--|--------------|
| Field Name       | Comments   | Required?    |
| Reference        | Enter a unique reference name.   | Yes          |
| Transaction Code | Optionally enter a transaction code if needed.   | No           |
| Reverse Area     |  |              |
| Period           | From the list of values, select the desired period in which the reversal will be posted.   | Yes          |
| Method           | Switch Dr/Cr: General Ledger creates your reversing journal by switching the debit and credit amounts of the original journal entry. This method is often used when reversing accruals..<br>Change Signs: General Ledger creates your reversing journal by changing the sign of your original journal amounts from positive to negative. This reversal method is often used when reversing journals to correct data entry mistakes. Once you enter the effective date, reversing period, and reversal method, the journal entry is marked for reversal and will appear in the Reverse Journals window. | Yes          |
| Status           | Once you enter the period date and reversal method, the journal entry is marked for reversal and will appear in the Reverse Journals window.   | Display Only |
| Status Area      |  |              |
| Posting          | This field is populated based on the status of the journal.  | Display Only |
| Funds            | System generated based on General Ledger setup   | Display Only |

|          |  |              |
|----------|--|--------------|
|          | profile options.   |              |
| Approval | System generated based on General Ledger setup<br>profile options. | Display Only |

4. Select (B) Reverse Journal.

# Entering Manual Journal Entries

---

## Manual Journal Summary Information

|                           |   |
|---------------------------|---|
| <b>Journal Batch</b>      | Batch Name (optionally defaults)  |
|                           | Batch Period (defaults to latest open)  |
|                           | Batch Control Total and Description (optional)  |
| <b>Journal Entry</b>      | Journal Name (optionally defaults)  |
|                           | Journal Category (defaults if Journals Category profile option is set)                |
|                           | Journal Document Number (optional)  |
|                           | Journal Currency (defaults to functional)   |
|                           | Reversal Period (optional)  |
| <b>Journal Entry Line</b> | Journal Control Total and Description (optional)                                      |
|                           | Account (required)  |
|                           | Line Debit or Credit (required)   |
|                           | Statistical Values and Description (optional)   |
|                           | Note: The description defaults from the header description, but it can be overridden. |



## Lab 1: Creating Manual Journal Entries

---

### Step 1: Create a Manual Journal Batch

At the end of the fiscal year, you need to record an accrual of \$100,000 for services performed for VOLPE Center. The subledger periods are closed. Only General Ledger September period is open.

**Note:** The DELPHI accounting flexfield (AFF) segment separator is a period ".". The AFF structure consists of 10 fields:

**Fund.Budget Year.BPAC.Organization.Object Class.SGL Account.Future 1.Future 2.Future 3.Future 4**

Record the accrual of \$100,000 from VOLPE Center for the closing year.

- **Period Name:** (use the current period)
- **Journal Name:** <Your Initials>\_FY01 Adjustment
- **Vendor:** VOLPE Center (Trading Partner is 69)
- **Fund:** 271070000D
- **Budget Year:** 2001
- **BPAC:** 0901120000
- **Organization:** 50C8000000
- **Object Class:** 21000
- **SGL Account:** Debit 61003600/Credit 21903600 and Debit 46100000/Credit 48010000
- **Future 1:** 0000000000
- **Future 2:** 0000000000
- **Future 3:** 0000000000
- **Future 4:** 0000000000

### Step 2: Review Your Journal Entries

Use the Journal Entry Inquiry form to review your journal entry.

### Step 3: Post the Manual Journal Entry

## Lab 1 Solutions: Creating Manual Journal Entries

1. Navigate to the Find Journals form.  
N → Journals → Enter
2. Select (B) New Journal.
3. Name your journal <Unique Identifier> *FY01 Adjustment*. Use the current period.
4. Enter the following journal entry:

Journals (FRA\_SET\_OF\_BOOKS) - SC\_FY01 ADJUSTMENT 01-MAR-2002 20:44:58

|               |   |                 |             |                   |             |
|---------------|---|-----------------|-------------|-------------------|-------------|
| Journal       | SC FY01 ADJUSTMENT                            |                 |             | <b>Conversion</b> |             |
| Period        | SEP-01_FY-01                                  | Effective Date  | 30-SEP-2001 | Currency          | USD         |
| Category      | Adjustment                                    | Source          | Manual      | Date              | 30-SEP-2001 |
| Balance Type  | A   | Document Number |             | Type              | User        |
| Description   | To record accrual of service for VOLPE Center |                 |             | Rate              | 1           |
| Control Total |   |                 |             |                   |             |

| Line | Account                             | Debit (USD) | Credit (USD) | Description          |    |
|------|-------------------------------------|-------------|--------------|----------------------|----|
| 10   | 271070000D.2001.0901120000.50C80000 | 100,000.00  |              | To record accrual of | 69 |
| 20   | 271070000D.2001.0901120000.50C80000 |             | 100,000.00   | To record accrual of | 69 |
| 30   | 271070000D.2001.0901120000.50C80000 | 100,000.00  |              | To record accrual of |    |
| 40   | 271070000D.2001.0901120000.50C80000 |             | 100,000.00   | To record accrual of |    |
|      |                                     |             |              |                      |    |
|      |                                     |             |              |                      |    |
|      |                                     | 200,000.00  | 200,000.00   |                      |    |

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More Details    Change Currency...    More Actions

## Lab 1 Solutions: Creating Manual Journal Entries

| Account   | Debit   | Credit  | Trading Partner |
|---|---------|---------|-----------------|
| 271070000D.2001.0901120000.50C8000000.21000.61003600.0000000000.0000000000.0000000000.0000000000            | 100,000 |         | 69              |
| 271070000D.2001.0901120000.50C8000000.21000.61003600.0000000000.0000000000.0000000000.0000000000.0000000000 |         | 100,000 | 69              |
| 271070000D.2001.0901120000.50C8000000.21000.61003600.0000000000.0000000000.0000000000.0000000000.0000000000 | 100,000 |         | N/A             |
| 271070000D.2001.0901120000.50C8000000.21000.61003600.0000000000.0000000000.0000000000.0000000000.0000000000 |         | 100,000 | N/A             |

- Save your work.
- Select (B) More Actions

Journal: SC\_FY01 ADJUSTMENT

Period: SEP-01\_FY-01 Effective Date: 30-SEP-2001

Category: Adjustment Source: Manual

Balance Type: A Document Number:

Description: To record accrual of service for VOLPE Center

Control Total:

Conversion: Currency: USD Date: 30-SEP-2001 Type: User Rate: 1

| Line | Account  | Debit (USD) | Credit (USD) | Description |
|------|--|-------------|--------------|-------------|
| 10   | 271070000D.2001.0901120000.50C8000000.21000.61003600.0000000000.0000000000.0000000000.0000000000 | 100,000     |              |             |
| 20   | 271070000D.2001.0901120000.50C8000000.21000.61003600.0000000000.0000000000.0000000000.0000000000 |             | 100,000      |             |
| 30   | 271070000D.2001.0901120000.50C8000000.21000.61003600.0000000000.0000000000.0000000000.0000000000 | 100,000     |              |             |
| 40   | 271070000D.2001.0901120000.50C8000000.21000.61003600.0000000000.0000000000.0000000000.0000000000 |             | 100,000      |             |

More Actions (FRA\_SET\_OF\_BOOKS) - SC\_FY01 ADJUSTMENT 01-MAR-2002 20:44:58

Reverse Journal Post

Change Period... Cancel

Funds Action

Check Funds Reserve Funds View Results

More Details Change Currency... More Actions

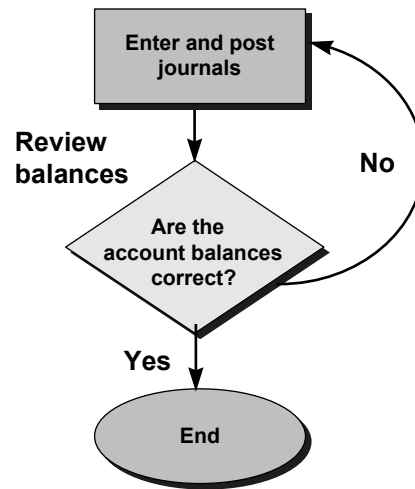
- Post the journal.

***Refer to USSGL Account Attributes [REF7102Z]*** or look for the appropriate fiscal year version of the USSGL Account Attributes Required for FACTS1 Reporting of Detailed Financial Information at <http://www.fms.trea.gov/USSGL>

Refer to General Ledger Trading Partner [REF7117Z]

## Reviewing and Correcting Balances

---



### Account Review and Correction Options

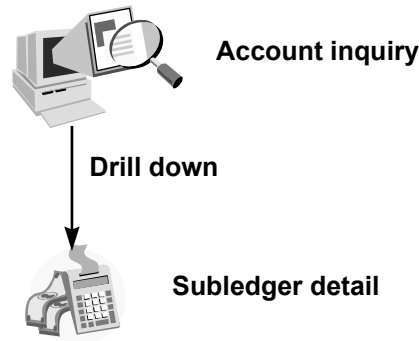
- Review account balances online or through reports.
- Create and post adjusting journal entries to correct errors when needed.

You can correct errors in *unposted* journals by querying the relevant journal in the Enter Journals window and making the necessary corrections.

## Drilling Down to Journal Detail

---

**Perform an Account Inquiry, and drill down to the Detail Balances window. Review detailed information about journals you imported from Oracle Payables or Oracle Receivables.**



## Drilling Down to Journal Detail

Perform an account inquiry to view actual, budget, and encumbrance account balances for summary and detail accounts.

- You can drill down from an account balance to view the details of the journals that comprise the account balance
- Perform an account inquiry, then drill down to the Detail Balances window.
- Review journal detail information for a detail balance.

View the Batch Name, Journal Entry name, Source, Currency, Line and Entered Debits and Credits for all journals that contributes to the selected detail balance.

- Compute variances between two balance types for both summary and detail accounts.
- Drill down to see the subledger transactions that comprise your account balances.

Note: Drilling down to subledger transactions is supported for Oracle Public Sector Receivables, Payables, Assets, Projects, Purchasing, Inventory, and Work in Process (WIP) products.

- View journal and subledger transaction information as balanced accounting entries (i.e., debits equal to credits) or in the form of T-accounts.

## Reviewing Account Balances Online: Account Inquiry

### Account Inquiry

Oracle Public Sector General Ledger

N → Inquiry → Account

Account Inquiry

**Account Inquiry (FRA\_SET\_OF\_BOOKS)**

**Selection Criteria**

**Accounting Periods**  
From: **MAR-01\_FY-01**  
To: **MAR-01\_FY-01**

**Currency**  
☒ Single Currency  
☐ All Currencies  
Currency: **USD**

**Currency Type**  
☒ Entered  
☐ Translated

**Primary Balance Type**  
☒ Actual  
☐ Budget  
☐ Encumbrance

**Secondary Balance Type**  
Budget:   
Encumbrance Type:

**Factor**  
☒ Units  
☐ Thousands  
☐ Millions  
☐ Billions

Summary Template:

**Accounts**  
2710700000.2001.0101000000.1100100000.11000.61006600.0000000000.0000000000.0000000000.0000000000

**Description**  
SAFETY AND OPERATIONS, FR.BY 2001.SAL & EXP OFFICE OF THE A.ADMINISTRATION.OVERHEAD DISTRIBUTI

Show Balances Show Journal Details Show Variance

| ACCOUNT INQUIRY                |  |           |
|--------------------------------|--|-----------|
| Field Name                     | Comments   | Required? |
| <b>Selection Criteria Area</b> |  |           |
| <b>Accounting Periods Area</b> |  |           |
| From                           | Enter the first Accounting Period to include in the inquiry. | Yes       |
| To                             | Enter the last Accounting Period to include in the inquiry.  | Yes       |
| <b>Currency Area</b>           |  |           |
| Single Currency                | Select the Single Currency radio button.                     | Yes       |
| Currency                       | From the LOV, select USD as the functional currency.         | Yes       |
| All Currencies                 | Not applicable.  | No        |

| <b>Currency Type Area</b>                    |   |              |
|--|---|--------------|
| Entered                                      | Select the Entered radio button.  | Yes          |
| Translated                                   | Not applicable.   | No           |
| <b>Primary or Secondary Balance Type Tab</b> |   |              |
| Actual                                       | Select Actual for the primary balance type to view actual balances. Setting up criteria for a secondary balance type is not necessary since only actual balances are to be queried.   | Yes          |
| Budget (radio button)                        | Not applicable.   | No           |
| Encumbrance                                  | Not applicable.   | No           |
| Budget (field)                               | Not applicable.   | No           |
| Encumbrance Type                             | Not applicable.   | No           |
| <b>Factor Area</b>                           |   |              |
| Units  | Select one of the Factor radio buttons. The Units button provides full precision with two decimal places.   | Yes          |
| Thousands                                    | Divides balances by 1,000; rounds to three decimal places.  | No           |
| Millions                                     | Divides balances by 1,000,000; rounds to three decimal places.  | No           |
| Billions                                     | Divides balances by 1,000,000,000; rounds to three decimal places.  | No           |
| Summary Template                             | From the LOV, enter an optional Summary Template name to restrict the inquiry to only those summary accounts associated with that template.   | No           |
| Accounts                                     | Query the summary or detail Account(s) to review. If a summary template has been entered above, only the summary accounts associated with that template can be queried. The LOV can be used to identify a specific accounting flexfield definition or the Query/Find menu can be used to select a range of accounting flexfield combinations to be queried. | Yes          |
| Description                                  | This area is a default field that gives an English descriptive of a selected Account in the above field.  | Display Only |

1. Select an account to review.
2. Select (B) Show Balances to review balances for the designated account. To then Review Journal Details or Summary Balances, designate an accounting period and click on the appropriate button.
3. Select (B) Show Journal Details to review the journal entry activity for the designated account,. Then select a Batch Record and click on an appropriate button to review additional information.



## Lab 2: Reversing Manual Journal Entries

---

The manual journal entry you just created in Lab 1 to record an accrual of \$100,000 for services performed for VOLPE Center needs to be reversed in the current year adjusting period.

### Step 1: Finding the Manual Journal

Query the journal that you created in Lab1 by entering the journal named *<Unique Identifier> FY01 Adjustment* in the Journal field of the Find Journal window.

### Step 2: Reversing an Entry

Reverse the journal entry in the current period using the Reverse Journals window.

### Step 3: Posting the Reversal Batch

Post the reversal batch to negate the effect of the original batch. Note that the reversal batch will be named *Reverse "<Unique Identifier> Accrued Revenue" <Date> <Time> <Request ID>*.

### Step 4: Inquiring on Your Balance

Inquire on your reversed batch.

## Lab 2: Reversing Manual Journal Entries

---

### **Step 4: Inquiring on Your Balance**

Inquire on your reversed batch.

## Lab 2 Solutions: Reversing Manual Journal Entries

---

### Step 1 Finding the Manual Journal Solution

1. Open the Find Journals form.

N → Journals → Enter

Find Journals

Batch: SC\_FY01 ADJUSTMENT

Journal:

Source:

Period:

Category:

Currency:

Status:

Posting:

Funds:

Control Total:

Batch:

Journal:

More

Clear New Batch New Journal Find

2. Enter <Unique Identifier>\_FY01 ADJUSTMENT% in the Batch field of the Find Journals window. Select (B) Find.



## Lab 2 Solutions: Reversing Manual Journal Entries

### Step 2 Reversing an Entry Solution

Journals (FRA\_SET\_OF\_BOOKS) - SC\_FY01 ADJUSTMENT 01-MAR-2002 20:44:58

|               |   |                 |             |                   |             |
|---------------|---|-----------------|-------------|-------------------|-------------|
| Journal       | SC_FY01 ADJUSTMENT                            |                 |             | <b>Conversion</b> |             |
| Period        | SEP-01_FY-01                                  | Effective Date  | 30-SEP-2001 | Currency          | USD         |
| Category      | Adjustment                                    | Source          | Manual      | Date              | 30-SEP-2001 |
| Balance Type  | A   | Document Number |             | Type              | User        |
| Description   | To record accrual of service for VOLPE Center |                 |             | Rate              | 1           |
| Control Total |   |                 |             |                   |             |

| Line | Account                             | Debit (USD) | Credit (USD) | Description          |    |
|------|-------------------------------------|-------------|--------------|----------------------|----|
| 10   | 271070000D.2001.0901120000.50C80000 | 100,000.00  |              | To record accrual of | 69 |
| 20   | 271070000D.2001.0901120000.50C80000 |             | 100,000.00   | To record accrual of | 69 |
| 30   | 271070000D.2001.0901120000.50C80000 | 100,000.00  |              | To record accrual of |    |
| 40   | 271070000D.2001.0901120000.50C80000 |             | 100,000.00   | To record accrual of |    |
|      |                                     |             |              |                      |    |
|      |                                     |             |              |                      |    |
|      |                                     | 200,000.00  | 200,000.00   |                      |    |

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[More Details](#) [Change Currency...](#) [More Actions](#)

1. Select (B) More Actions.

## Lab 2 Solutions: Reversing Manual Journal Entries

The screenshot shows the 'Enter Journals' window for 'FRA\_SET\_OF\_BOOKS'. The journal entry is for 'SC\_FY01 ADJUSTMENT' with a period of 'SEP-01\_FY-01' and an effective date of '30-SEP-2001'. The category is 'Adjustment' and the source is 'Manual'. The description is 'To record accrual of service for VOLPE Center'. The conversion settings are 'USD' currency, '30-SEP-2001' date, 'User' type, and '1' rate. A table of journal lines is visible, with line 10 selected. A 'More Actions' dialog box is open, showing the 'Reverse Journal' button highlighted.

| Line | Account        | Debit (USD) | Credit (USD) | Description |
|------|----------------|-------------|--------------|-------------|
| 10   | 271070000D.200 |             |              |             |
| 20   | 271070000D.200 |             |              |             |
| 30   | 271070000D.200 |             |              |             |
| 40   | 271070000D.200 |             |              |             |

More Actions (FRA\_SET\_OF\_BOOKS) - SC\_FY01 ADJUSTMENT 01-MAR, SC\_FY01 ADJUSTMENT

Reverse Journal

Post

Change Period...

Cancel

Funds Action

Check Funds

Unreserve Funds

View Results

Acct Desc

More Details

Change Currency...

More Actions

2. Select (B) Reverse Journal to reverse the journal.

## Lab 2 Solutions: Reversing Manual Journal Entries

Enter Journals (FRA\_SET\_OF\_BOOKS)

Journals (FRA\_SET\_OF\_BOOKS) - SC\_FY01 ADJUSTMENT 01-MAR-2002 20:44:58

Journal: **SC\_FY01 ADJUSTMENT**

Period: **SEP-01\_FY-01** Effective Date: **30-SEP-2001**

Category: **Adjustment** Source: **Manual**

Balance Type: **A** Document Number:

Description: **To record accrual of service for VOLPE Center**

Control Total:

Conversion:

Currency: **USD**

Date: **30-SEP-2001**

Type: **User**

Rate: **1**

| Line | Account                             | Acct Desc                   |
|------|-------------------------------------|-----------------------------|
| 10   | 271070000D.2001.0901120000.50C80000 | SAFETY AND OPERATIONS, FR.B |
| 20   | 271070000D.2001.0901120000.50C80000 |                             |
| 30   | 271070000D.2001.0901120000.50C80000 |                             |
| 40   | 271070000D.2001.0901120000.50C80000 |                             |

Default Reversal Period

Find %

Period

- APR-02\_FY-02
- MAR-02\_FY-02
- FEB-02\_FY-02
- JAN-02\_FY-02
- OCT-01\_FY-02**

OK Cancel Find

3. Select "OCT-01\_FY-02" from the Default Reversal Period window.
4. Select (B) OK.  
You will receive a Concurrent Request ID.
5. Select (B) OK.
6. Select (M) View:Requests.
7. Select (B) Find.
8. Periodically, select (B) Refresh Data until your Reverse Journals Request completes normal.
9. Select (M) File:Close form.

This will return you to the Navigator.

## Lab 2 Solutions: Reversing Manual Journal Entries

---

### Step 3 Posting the Reversal Batch Solution

1. Open the Find Journals Batches window.

N → Journals → Post

Find Journals

Batch: %Rev%SC\_FY01%

Journal:

Source:

Period:

Category:

Currency:

Status:

Posting:

Funds:

Control Total:

Batch:

Journal:

More

Clear New Batch New Journal Find

2. In the Find Journals Batches window, enter "%Rev%<Unique Identifier>\_FY01" in the Batch field, then select Find.



## Lab 2 Solutions: Reversing Manual Journal Entries

Post Journals (FRA\_SET\_OF\_BOOKS)

|                                     | Period    | Batch                    | Balance Type | Total Entered |            | Control Total |
|-------------------------------------|-----------|--------------------------|--------------|---------------|------------|---------------|
|                                     |           |                          |              | Debit         | Credit     |               |
| <input checked="" type="checkbox"/> | OCT-01_FY | Reverses "SC_FY01 ADJUST | Actual       | 200,000.00    | 200,000.00 |               |
| <input type="checkbox"/>            |           |                          |              |               |            |               |
| <input type="checkbox"/>            |           |                          |              |               |            |               |
| <input type="checkbox"/>            |           |                          |              |               |            |               |
| <input type="checkbox"/>            |           |                          |              |               |            |               |
| <input type="checkbox"/>            |           |                          |              |               |            |               |
| <input type="checkbox"/>            |           |                          |              |               |            |               |
| <input type="checkbox"/>            |           |                          |              |               |            |               |
| <input type="checkbox"/>            |           |                          |              |               |            |               |

**Batch Information**

|              |                            |               |      |
|--------------|----------------------------|---------------|------|
| Post Status  | Postable                   | Period Status | Open |
| Batch Status | Requires funds reservation |               |      |

## Lab 2 Solutions: Reversing Manual Journal Entries

3. Choose the checkbox to the left of the row and select (B) Post.

You will receive a Concurrent Request number.

4. Select (B) OK.

You will return to the Find Journal Batches window.

5. Select (M) File:Close form.

6. Query the reversal journal.

N → Journals → Enter

| Batch Status                               | Batch Name        | Journal Name      | Period      | Journal Debit | Journal Credit |
|--|-------------------|-------------------|-------------|---------------|----------------|
| <input checked="" type="checkbox"/> Posted | Reverses "SC_FY01 | Reverses "SC_FY01 | OCT-01_FY-0 | 200,000.00    | 200,000.00     |
|  |                   |                   |             |               |                |
|  |                   |                   |             |               |                |
|  |                   |                   |             |               |                |
|  |                   |                   |             |               |                |
|  |                   |                   |             |               |                |
|  |                   |                   |             |               |                |
|  |                   |                   |             |               |                |
|  |                   |                   |             |               |                |
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|  |                   |                   |             |               |                |
|  |                   |                   |             |               |                |
|  |                   |                   |             |               |                |
|  |                   |                   |             |               |                |
|  |                   |                   |             |               |                |
|  |                   |                   |             |               |                |
|  |                   |                   |             |               |                |
|  |                   |                   |             |               |                |

New Journal      Review Journal      Requery

New Batch      Review Batch      More Actions

7. Enter "%Rev%<Unique Identifier>\_FY01" in the Batch field.

8. Select (B) Review Journal to review the journal or (B) Review Batch to review the batch.

## Summary

---

This lesson covered the following topics:

- Creating basic manual journal entries using your functional currency and entering the Trading Partner when applicable.
- Using the More Details window to reverse entries
- Using the More Actions window to post a batch
- Using the More Actions window to perform additional journal tasks
- Using the Post Journals window to post one or several batches
- Performing Account Balance inquiries

# **Creating Journal Entries Using ADI**

## **Chapter 2**

# Creating Journal Entries Using ADI

---

## Section Objectives

At the end of this section, you should be able to:

- Create a journal worksheet
- Enter journals using Application Desktop Integration (ADI) Journal Wizard
- Upload journals to Oracle General Ledger
- Post the journals to Oracle General Ledger

# Application Desktop Integrator (ADI) Overview

---

## ADI Toolbar



**Signon:** Enter your username and password, then choose a responsibility

**Change Responsibility:** Choose a different responsibility once you've signed on to the Application database.

**General Ledger Menu:** Choose to access ADI wizards and reports.

**Asset Menu:** Choose to create or record asset data.

**Applications Menu:** Choose to access Request Center, Oracle Applications, or Start Excel.

**ADI Options:** Choose to define ADI interface environment general options.

**Tip Wizard:** Choose to set options, display greeting or disable the Tip Wizard.

**Help:** Choose to access the online help features of ADI.

**Minimize:** Choose to minimize the toolbar to an icon.

**Exit:** Choose to close and exit ADI.

After successfully signing on to Application Desktop Integrator, the ADI toolbar will open with the icons and functions for your responsibility. ADI compares security options set by your system administrator to those set for your responsibility to determine which ADI features you can use.

Depending on your responsibility you can use ADI to:

- Enter, Modify and Upload Journals
- Create and Submit Reports
- Create Assets
- Log Physical Inventory
- Upload Asset Data

## Journal Wizard Overview

Application Desktop Integrator (ADI) Journal Wizard allows you to perform the following:

- Create journal entries using journal worksheets that are created automatically by ADI Journal Wizard in Microsoft Excel.

- Using the powerful features of Excel to perform functions such as using formulas to calculate journal amounts.
- Maintain the full benefit of online validation of all entered data.
- Customize journal worksheets by adding supplemental journal entry information.
- Save a journal worksheet to a file, which can then be transferred to another PC for further changes, even while disconnected from the General Ledger.
- Automatically upload journals and journal batches to the General Ledger.

## Journal Worksheets

---

### Create a Journal Worksheet

Use the Create Journal Worksheet window to specify the journal type and number of journals you will enter in your journal worksheet.

### Choose a Journal Type

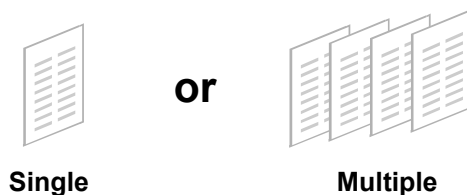
There are four types of journals you can enter from the ADI Journal Wizard. When you select one, ADI creates a corresponding journal worksheet in Excel:

- **Functional Actuals:** Create actual journal entries using the functional currency for your set of books. (DELPHI uses USD only)
- **Foreign Actuals:** Create actual journal entries using a foreign currency. **(Not used in DELPHI)**
- **Budgets:** Create journal entries that are to be posted against a budget. If selected, must choose Budget Organization.
- **Encumbrances:** Create journal entries to update encumbrance balances. **(Not used in DELPHI)**



## Number of Journals

You can use a journal worksheet to enter one journal entry or a journal batch. You must specify the number of journal entries you are going to enter before the Journal Wizard will create a journal worksheet.



### Single Journal Entry

You should select Single to prepare an individual journal entry if information common to all lines in your journal entry is reflected in the journal worksheet header. This includes Category, Source, Currency and Accounting Date. For each line of actual entry, you must enter the ten-segment accounting flexfield value, the debit amount, and credit amount.

### Multiple Journal Entry

You should select Multiple to prepare multiple journal entries if all information pertaining to a journal entry, even that which is common to more than one line, is entered on each line of a multiple journal entry.

## Create Worksheet In

You can choose to create your journal worksheet as a new Excel workbook or as a new worksheet within the current Excel workbook.

- **New Workbook:** select this option to create your journal worksheet as a new Excel workbook.
- **Current Workbook:** Select to create your journal worksheet as a new worksheet within the current Excel workbook. This option is only available when you already have an Excel workbook open.

## Creating a Journal Worksheet in ADI

### Create Journal Worksheet

Oracle Applications Desktop Integrator

N → Oracle ADI → Applications Desktop Integrator Toolbar

I → Ledger

M → Enter Journals

Create Journal Worksheet

1. Select the following journal worksheet options:
  - Journal Type
    - Functional Actuals or Budgets
  - Number of Journals
    - Single or Multiple
  - Worksheet
    - New or Current
2. Select the green checkbox.

| CREATE JOURNAL WORKSHEET |  |           |
|--------------------------|--|-----------|
| Choose Journal Type Area |  |           |
| Field Name               | Comments                                 | Required? |
| Functional Actuals       | Select for USD transactions.             | Yes       |
| Foreign Actuals          | Field not required. DOT does not perform | No        |

|                                |  |     |
|--------------------------------|--|-----|
|                                | foreign entries.   |     |
| Budgets (Select Organization)  | If selecting this option an organization must be selected from the poplist.  | No  |
| Encumbrances                   | Field not required. DOT does not perform encumbrance entries.  | No  |
| <b>Number of Journals Area</b> |  |     |
| Single                         | Select single for individual entries with common header information.   | Yes |
| Multiple                       | Select multiple for multiple entries with different categories, sources, and currencies in the header information. With Multiple, you can upload the different journal entries at the same time. Oracle General Ledger imports the entries from the GLInterface Table, and separates the lines into appropriate entries and batches. | Yes |
| New Worksheet                  | Select this to create a new worksheet.   | Yes |
| Current Worksheet              | Select this option only when you have a previously saved worksheet open.   | Yes |
| Check Mark                     | Select the green check mark when all options have been determined. Journal Wizard will automatically build your journal worksheet.   | Yes |

|    | A   | B           | C               | D        | E       | F                        | G           | H      | I      | J      | K      | L     | M      | N        | O | P |
|----|---|-------------|-----------------|----------|---------|--------------------------|-------------|--------|--------|--------|--------|-------|--------|----------|---|---|
| 2  | View Context  |             | View Header     |          |         |                          |             |        |        |        |        |       |        |          |   |   |
| 7  |   |             |                 |          |         |                          |             |        |        |        |        |       |        |          |   |   |
| 8  | Category  |             |                 |          |         | List - Text:             |             |        |        |        |        |       |        |          |   |   |
| 9  | Source  |             |                 |          |         | List - Text: Spreadsheet |             |        |        |        |        |       |        |          |   |   |
| 10 | Currency  |             |                 |          |         | List - Text: USD         |             |        |        |        |        |       |        |          |   |   |
| 11 | Accounting Date   |             |                 |          |         | List - Date:             |             |        |        |        |        |       |        |          |   |   |
| 12 |   |             |                 |          |         |                          |             |        |        |        |        |       |        |          |   |   |
| 13 | Upl   | FRA_FUND    | FRA_BUDGET_YEAR | FRA_BPAC | FRA_ORG | FRA_OBJ_CLASS            | FRA_GL_ACCT | FRA_F1 | FRA_F2 | FRA_F3 | FRA_F4 | Debit | Credit | Messages |   |   |
| 14 |   | List - Text |                 |          |         |                          |             |        |        |        |        | Value | Value  |          |   |   |
| 15 |   |             |                 |          |         |                          |             |        |        |        |        |       |        |          |   |   |
| 16 |   |             |                 |          |         |                          |             |        |        |        |        |       |        |          |   |   |
| 17 |   |             |                 |          |         |                          |             |        |        |        |        |       |        |          |   |   |
| 18 |   |             |                 |          |         |                          |             |        |        |        |        |       |        |          |   |   |
| 19 |   |             |                 |          |         |                          |             |        |        |        |        |       |        |          |   |   |
| 20 |   |             |                 |          |         |                          |             |        |        |        |        |       |        |          |   |   |
| 21 |   |             |                 |          |         |                          |             |        |        |        |        |       |        |          |   |   |
| 22 |   |             |                 |          |         |                          |             |        |        |        |        |       |        |          |   |   |
| 23 |   |             |                 |          |         |                          |             |        |        |        |        |       |        |          |   |   |
| 24 |   |             |                 |          |         |                          |             |        |        |        |        |       |        |          |   |   |
| 25 | <b>Totals:</b>  |             |                 |          |         |                          |             |        |        |        |        |       | 0      | 0        |   |   |
| 26 | Note: This is not the end of the Journal Template. Unprotect the sheet and insert as many rows as needed. |             |                 |          |         |                          |             |        |        |        |        |       |        |          |   |   |
| 27 |   |             |                 |          |         |                          |             |        |        |        |        |       |        |          |   |   |
| 28 |   |             |                 |          |         |                          |             |        |        |        |        |       |        |          |   |   |
| 29 |   |             |                 |          |         |                          |             |        |        |        |        |       |        |          |   |   |

| EXCEL SPREADSHEET |  |              |
|-------------------|--|--------------|
| Field Name        | Comments   | Required?    |
| Template Type     | This field is populated with information previously given when completing the Create Journal Worksheet screen.                           | Display Only |
| Template Style    | This field is populated with information previously given when completing the Create Journal Worksheet screen.                           | Display Only |
| Set of Books      | This field is populated with the set of books name when you sign on to the ADI application, it is determined by the user responsibility. | Display Only |
| Database          | This field is populated with the name of the database for which the journal entries will be posted.                                      | Display Only |

|                          |   |              |
|--------------------------|---|--------------|
| Category                 | Double click in 'List-Text' cell and select category of transaction from the popup list.  | Yes          |
| Source                   | This field is populated   | Display Only |
| Currency                 | This field is populated   | Display Only |
| Accounting Date          | Double click in 'List Text' cell and select date from popup list.   | Yes          |
| UPL                      | This column is used for the UPLOAD flag. When items are to be uploaded to the General Ledger there will be a small flag icon displayed. If you need to upload an item that is not flagged, select the appropriate cell, hit the space bar and then click out of that cell. If an upload flag needs to be disabled, select the appropriate cell, delete, and then click out of cell. | Yes          |
| Segment Values           | These columns are filled with the entire Accounting Flexfield Structure to include all account segments. When double clicking in these cells you have the ability to select from a list of values.  | Yes          |
| <b>EXCEL SPREADSHEET</b> |   |              |
| Debit                    | Enter your debit amount.  | Yes          |
| Credit                   | Enter your credit amount.   | Yes          |
| Messages                 | The system utilizes this area for return messages to the user. You will receive a happy face icon when an upload has been successfully completed or an unhappy face icon when your upload was unsuccessful.   | Display Only |

- Unprotect your worksheet to insert additional rows into the journal template. Choose (M) Tools: Protection: Unprotect sheet from the Excel menu.

## Creating Journal Entries Using ADI

Oracle Public Sector General Ledger

N → ADI Toolbar → Journal Wizard

B → OK

Journal Worksheet

**Create Journal Worksheet**

**Choose Journal Type**

- ☒ Functional Actuals
- ☐ Foreign Actuals
- ☐ Budgets (Select Organization)
- ☐ Encumbrances

**Number of Journals**

- ☒ Single
- ☐ Multiple

**Create Worksheet in:**

- ☐ New Workbook
- ☒ Current Workbook

Flagged Rows

1. Select the Journal Type radio button of Functional Actuals or Budgets.
2. Select the Number of Journals radio button; Single or Multiple.
3. Select the Worksheet radio button; New or Current.

| CREATE JOURNAL WORKSHEET      |   |           |
|-------------------------------|---|-----------|
| Choose Journal Type Area      |   |           |
| Field Name                    | Comments  | Required? |
| Functional Actuals            | Select for USD transactions.  | Yes       |
| Foreign Actuals               | Field not required. DOT does not perform foreign entries.                   | No        |
| Budgets (Select Organization) | If selecting this option an organization must be selected from the poplist. | No        |
| Encumbrances                  | Field not required. DOT does not perform encumbrance entries.               | No        |
| Number of Journal Area        |   |           |
| Single                        | Select single for individual entries with common                            | Yes       |

|                   |   |     |
|-------------------|---|-----|
|                   | header information.   |     |
| Multiple          | Select multiple for multiple entries with different categories, sources, and currencies in the header information. With Multiple, you can upload the different journal entries at the same time. Oracle General Ledger imports the entries from the GL Interface Table, and separates the lines into appropriate entries and batches. | Yes |
| New Worksheet     | Select this to create a new worksheet.  | Yes |
| Current Worksheet | Select this option only when you have a previously saved worksheet open.  | Yes |
| Check Mark        | Select the green checkmark when all options have been determined. Journal Wizard will automatically build your journal worksheet.   | Yes |

4. Select the green checkbox.

Journal Wizard will automatically build a journal template in an Excel spreadsheet.

5. Select (M) Tools: Protection: Unprotect Sheet from the Excel menu bar.

The screenshot shows an Excel spreadsheet titled 'Journal Wizard'. The spreadsheet has columns A through N and rows 1 through 27. The 'View Context' and 'View Header' buttons are visible at the top. The 'Template Type' is 'Functional Journal', 'Template Style' is 'Single Journal Entry', 'Set of Books' is 'FEDERAL RAILROAD ADMIN', and 'Database' is 'FINL Database'. The 'Category' is 'Accrual', 'Source' is 'Spreadsheet', 'Currency' is 'USD', and 'Accounting Date' is 'Upl FRA\_FUND FRA\_BUDGET'. The 'List of Values' for 'Accrual' is shown in a dialog box, listing 'Accrual Budgets', 'Addition', 'Adjustment', 'Alloc Activity', 'Alloc Div', 'Alloc Division', 'Alloc Org', 'Alloc Prog', and 'Alloc Program'. The 'List - Text' for 'Source' is 'Spreadsheet' and for 'Currency' is 'USD'. The 'List - Date' is blank. The spreadsheet also includes a 'Totals' row at the bottom with values 0 and 0 for 'Debit' and 'Credit' respectively. A note at the bottom states: 'Note: This is not the end of the Journal Template. Unprotect the sheet and insert as many rows as needed.'

6. Select the Category from the list of values by double clicking the List-Text cell.

Accept the default values of “Spreadsheet” for Source and “USD” for Currency.

| A  | B   | C          | D           | E          | F          | G                      | H           | I                        | J          | K          | L          | M     | N      | O        | P |
|----|---|------------|-------------|------------|------------|------------------------|-------------|--------------------------|------------|------------|------------|-------|--------|----------|---|
| 2  | View Context  |            | View Header |            |            |                        |             |                          |            |            |            |       |        |          |   |
| 3  | Template Type:  |            |             |            |            | Functional Journal     |             |                          |            |            |            |       |        |          |   |
| 4  | Template Style:   |            |             |            |            | Single Journal Entry   |             |                          |            |            |            |       |        |          |   |
| 5  | Set of Books:   |            |             |            |            | FEDERAL RAILROAD ADMIN |             |                          |            |            |            |       |        |          |   |
| 6  | Database:   |            |             |            |            | FINL Database          |             |                          |            |            |            |       |        |          |   |
| 7  |   |            |             |            |            |                        |             |                          |            |            |            |       |        |          |   |
| 8  | Category  |            |             |            |            |                        |             | List - Text: Adjustment  |            |            |            |       |        |          |   |
| 9  | Source  |            |             |            |            |                        |             | List - Text: Spreadsheet |            |            |            |       |        |          |   |
| 10 | Currency  |            |             |            |            |                        |             | List - Text: USD         |            |            |            |       |        |          |   |
| 11 | Accounting Date   |            |             |            |            |                        |             | List - Date: 9/1/02      |            |            |            |       |        |          |   |
| 12 |   |            |             |            |            |                        |             |                          |            |            |            |       |        |          |   |
| 13 | Upl   | FRA_FUND   | UDGET       | FRA_BPAC   | FRA_ORG    | OBJ_CIRA               | GL_ACC      | FRA_F1                   | FRA_F2     | FRA_F3     | FRA_F4     | Debit | Credit | Messages |   |
| 14 |   |            |             |            |            |                        | List - Text |                          |            |            |            | Value | Value  |          |   |
| 15 | #   | 2700700000 | 2000        | 0102021000 | 50B300000C | 11790                  | 33100000    | 0000000000               | 0000000000 | 0000000000 | 0000000000 |       | 0.80   |          |   |
| 16 | #   | 2700700000 | 2000        | 0102021000 | 50B300000C | 11790                  | 33100000    | 0000000000               | 0000000000 | 0000000000 | 0000000000 |       | 0.90   |          |   |
| 17 | #   | 2700700000 | 2000        | 0102021000 | 50B300000C | 11790                  | 33100000    | 0000000000               | 0000000000 | 0000000000 | 0000000000 |       | 1.00   |          |   |
| 18 | #   | 2700700000 | 2000        | 0102021000 | 50B300000C | 11790                  | 33100000    | 0000000000               | 0000000000 | 0000000000 | 0000000000 |       | 1.10   |          |   |
| 19 | #   | 2700700000 | 2000        | 0102021000 | 50B300000C | 11790                  | 33100000    | 0000000000               | 0000000000 | 0000000000 | 0000000000 |       | 1.20   |          |   |
| 20 | #   | 2700700000 | 2000        | 0102021000 | 50B300000C | 11790                  | 68006697    | 0000000000               | 0000000000 | 0000000000 | 0000000000 | 0.80  |        |          |   |
| 21 | #   | 2700700000 | 2000        | 0102021000 | 50B300000C | 11790                  | 68006697    | 0000000000               | 0000000000 | 0000000000 | 0000000000 | 0.90  |        |          |   |
| 22 | #   | 2700700000 | 2000        | 0102021000 | 50B300000C | 11790                  | 68006697    | 0000000000               | 0000000000 | 0000000000 | 0000000000 | 1.00  |        |          |   |
| 23 | #   | 2700700000 | 2000        | 0102021000 | 50B300000C | 11790                  | 68006697    | 0000000000               | 0000000000 | 0000000000 | 0000000000 | 1.10  |        |          |   |
| 24 | #   | 2700700000 | 2000        | 0102021000 | 50B300000C | 11790                  | 68006697    | 0000000000               | 0000000000 | 0000000000 | 0000000000 | 1.20  |        |          |   |
| 25 | Totals:   |            |             |            |            |                        |             |                          |            |            |            | 5.00  | 5.00   |          |   |
| 26 | Note: This is not the end of the Journal Template. Unprotect the sheet and insert as many rows as needed. |            |             |            |            |                        |             |                          |            |            |            |       |        |          |   |
| 27 |   |            |             |            |            |                        |             |                          |            |            |            |       |        |          |   |

8. Enter the accounting data.

| EXCEL SPREADSHEET |  |              |
|-------------------|--|--------------|
| Field Name        | Comments   | Required?    |
| Template Type     | This field is populated with information previously given in the Create Journal Worksheet form.  | Display Only |
| Template Style    | This field is populated with information previously given in the Create Journal Worksheet form.  | Display Only |
| Set of Books      | This field is populated with the name of the set of books previously selected when signing on to the Application Desktop Integrator (ADI).   | Display Only |
| Database          | This field is populated with the database name selected when signing on the Application Desktop Integrator (ADI). This is the database where the journal entries will be uploaded.   | Display Only |
| Category          | Select the appropriate category for your journal entries from the list of values popup list by double clicking in the List-Text cell.  | Yes          |
| Source            | Select the appropriate source for your journal entries from the list of values popup list by double clicking in the List-Text cell or accept the default value of 'Spreadsheet'.   | Yes          |
| Currency          | This field defaults to value of USD.   | Yes          |
| Accounting Date   | Enter the current accounting date or select from the list of values popup list by double clicking in the List Text cell.   | Yes          |
| UPL               | This is the Upload column. ADI automatically places a flag character in this column for every journal line entered. If you copy or paste a journal line ADI does not place the flag character in the Upload column. You will need to copy the flag character to that cell. | Yes          |
| FRA_FUND          | Enter the fund value or double click the cell and choose from the list of values popup list.   | Yes          |
| FRA_BUDGET_YEAR   | Enter the budget year or double click the cell and   | Yes          |

|               |   |              |
|---------------|---|--------------|
|               | choose from the list of values popup list.  |              |
| FRA_BPAC      | Enter the BPAC or double click the cell and choose from the list of values popup list.  | Yes          |
| FRA_ORG       | Enter the organization or double click the cell and choose from the list of values popup list.  | Yes          |
| FRA_OBJ_CLASS | Enter the object class or double click the cell and choose from the list of values popup list.  | Yes          |
| FRA_GL_ACCT   | Enter the general ledger account or double click the cell and choose from the list of values popup list.  | Yes          |
| FRA_F1        | Enter the default value of ten zeros, 0000000000, or double click the cell and choose from the list of values popup list.   | Yes          |
| FRA_F2        | Enter the default value of ten zeros, 0000000000, or double click the cell and choose from the list of values popup list.   | Yes          |
| FRA_F3        | Enter the default value of ten zeros, 0000000000, or double click the cell and choose from the list of values popup list.   | Yes          |
| FRA_F4        | Enter the default value of ten zeros, 0000000000, or double click the cell and choose from the list of values popup list.   | Yes          |
| Debit         | Enter your debit amount.  | Yes          |
| Credit        | Enter your credit amount.   | Yes          |
| Messages      | The system utilizes this area for return messages to the user. You will receive a happy face icon when an upload has been successfully completed or an unhappy face icon when your upload was unsuccessful. | Display Only |



## Uploading an ADI Spreadsheet to the Interface Table

Oracle Applications Desktop Integrator

N → ADI Toolbar → Ledger → Upload to Interface

Upload Journals to Interface

**Upload Journals to Interface**

**Options**

**Rows To Upload**

☒ Flagged Rows

☐ All Rows

**Pre-Validation**

☒ Full

☐ Partial

☐ None

Partial pre-validation only validates reference information.

☒ Start Journal Import

☐ Post Account Errors to Suspense

☐ Create Summary Journals

**Descriptive Flex**

Do Not Import

1. Choose your journal upload options.

| UPLOAD JOURNALS TO INTERFACE     |  |           |
|----------------------------------|--|-----------|
| Field Name                       | Comments   | Required? |
| <b>Options Area</b>              |  |           |
| Rows to Upload                   | Select from Flagged Rows or All Rows. You have the option to choose just which rows you would prefer to upload to General Ledger or if you want to upload all rows.  | Yes       |
| Pre-Validation                   | Choose from Full, Partial, or None.<br><br>Full validates all journal data and performs cross-validation. Note: in flexfields, validate on server must be set to YES.<br><br>Partial validates all journal data except accounts. Note: Partial pre-validation only validates reference information.<br><br>No validation performs segment checking only. | Yes       |
| If Upload Errors are Encountered | For upload errors, choose to upload only valid rows or not to upload any rows.   | Yes       |

| Options Area                    |   |     |
|---------------------------------|---|-----|
| Start Journal Import Checkbox   | Select the Start Journal Import check box to start the journal import process automatically after the upload completes.   | Yes |
| Post Account Errors to Suspense | If you choose to Start Journal Import, you can select this option to post journal lines with errors to a predefined suspense account. Note: This option is not available with the DELPHI system.              | No  |
| Create Summary Journals         | If you choose to Start Journal Import, you can select this option to summarize all transactions that share the same account, period, and currency. Note: This option is not available with the DELPHI system. | No  |
| Descriptive Flex Drop Down Menu | Choose from Do Not Import, Import with Validation or Import without Validation. Note: This option is not available with the DELPHI system.  | No  |

2. Select the green checkmark to start the upload process.

If uploading was successful, you will receive a confirmation message similar to the one below.



If uploading was **not** successful, you will receive a message indicating why the journals were not uploaded. The system also provides an explanation in the Message Section of the journal worksheet. Correct the errors and resubmit the Upload to Interface process.



## Uploading an ADI Spreadsheet to the Interface Table

Oracle Applications Desktop Integrator

N → ADI Toolbar → Ledger → Upload to Interface

Upload Journals to Interface

**Upload Journals to Interface**

**Options**

**Rows To Upload**

☒ Flagged Rows

☐ All Rows

**Pre-Validation**

☒ Full

☐ Partial

☐ None

Partial pre-validation only validates reference information.

☒ Start Journal Import

☐ Post Account Errors to Suspense

☐ Create Summary Journals

**Descriptive Flex**

Do Not Import

1. Choose your journal upload options.

| UPLOAD JOURNALS TO INTERFACE     |  |           |
|----------------------------------|--|-----------|
| Field Name                       | Comments   | Required? |
| <b>Options Area</b>              |  |           |
| Rows to Upload                   | Select from Flagged Rows or All Rows. You have the option to choose just which rows you would prefer to upload to General Ledger or if you want to upload all rows.  | Yes       |
| Pre-Validation                   | Choose from Full, Partial, or None.<br><br>Full validates all journal data and performs cross-validation. Note: in flexfields, validate on server must be set to YES.<br><br>Partial validates all journal data except accounts. Note: Partial pre-validation only validates reference information.<br><br>No validation performs segment checking only. | Yes       |
| If Upload Errors are Encountered | For upload errors, choose to upload only valid rows or not to upload any rows.   | Yes       |

| Options Area                    |   |     |
|---------------------------------|---|-----|
| Start Journal Import Checkbox   | Select the Start Journal Import check box to start the journal import process automatically after the upload completes.   | Yes |
| Post Account Errors to Suspense | If you choose to Start Journal Import, you can select this option to post journal lines with errors to a predefined suspense account. Note: This option is not available with the DELPHI system.              | No  |
| Create Summary Journals         | If you choose to Start Journal Import, you can select this option to summarize all transactions that share the same account, period, and currency. Note: This option is not available with the DELPHI system. | No  |
| Descriptive Flex Drop Down Menu | Choose from Do Not Import, Import with Validation or Import without Validation. Note: This option is not available with the DELPHI system.  | No  |

2. Select the green checkmark to start the upload process.

If uploading was successful, you will receive a confirmation message similar to the one below.



If uploading was **not** successful, you will receive a message indicating why the journals were not uploaded. The system also provides an explanation in the Message Section of the journal worksheet. Correct the errors and resubmit the Upload to Interface process.

## Summary

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This lesson covered the following topics:

- Creating a journal worksheet
- Entering journals using ADI Journal Wizard
- Uploading Journals to Oracle General Ledger
- Posting Journals to Oracle General Ledger

## Lab 1: Creating Journal Entries Using ADI

---

### Instructions

Perform this lab using the database, username and password assigned by your instructor.

### Step 1: Logging On

1. Log onto application Desktop Integrator (ADI) Journal Wizard.

Username: \_\_\_\_\_

Password: \_\_\_\_\_

Select the Responsibility of FRA GL Systems Accountant

### Step 2: Preparing a Journal Worksheet for Entry

1. Unprotect Worksheet  
(Tools→ Protection → Unprotect Worksheet)
2. Enter a current accounting date.
3. Enter the Category “Adjustment”.
4. Verify the View Context and View Header information.
5. Name your journal <Unique Identifier> Adjustment.

## Lab 1: Creating Journal Entries Using ADI

---

### Step 3: Entering a Journal Entry

1. Enter the following journal entries:

| Account  | Debit  | Credit |
|--|--------|--------|
| 27X0702000.2003.1043000000.5020000000.26000.61000600.00<br>00000000.0000000000.0000000000.0000000000 | 100.00 |        |
| 27X0702000.2003.1043000000.5020000000.25100.10106000.00<br>00000000.0000000000.0000000000.0000000000 |        | 100.00 |
| 27X0702000.2003.1043000000.5020000000.25100.61000600.00<br>00000000.0000000000.0000000000.0000000000 | 300.00 |        |
| 27X0702000.2003.1043000000.5020000000.25100.10106000.00<br>00000000.0000000000.0000000000.0000000000 |        | 300.00 |

### Step 4: Uploading Your Journal Entry

Upload your journal entry. Accept the defaults.

### Step 5: Review and Post Your Journal Batch

Review and Post your journal batch in General Ledger.

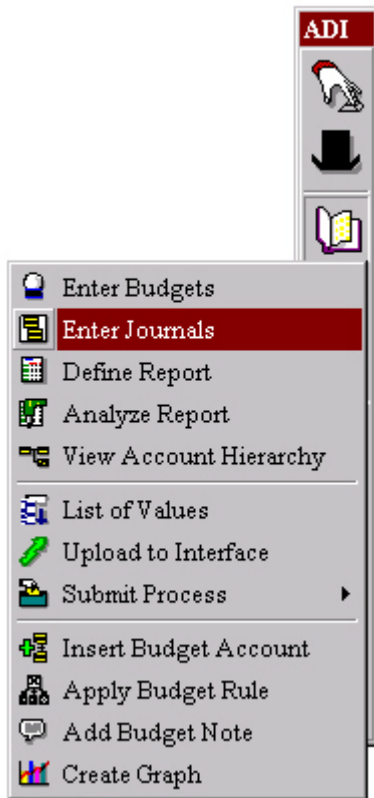


## Lab 1 Solutions: Creating Journal Entries Using ADI

---

### Step 1: Logging On

1. Log onto ADI using the Username, Password, and Responsibility assigned by your instructor.



2. Select the Ledger icon and Enter Journals from the dropdown menu to start the Journal Wizard.

## Lab 1 Solutions: Creating Journal Entries Using ADI

**Create Journal Worksheet**

**Choose Journal Type**

- ☒ Functional Actuals
- ☐ Foreign Actuals
- ☐ Budgets (Select Organization)
- ☐ Encumbrances

**Number of Journals**

- ☒ Single
- ☐ Multiple

**Create Worksheet in:**

- ☐ New Workbook
- ☒ Current Workbook

Buttons on the right: [Checkmark], [X], [?], [Yellow square with black diagonal line]

3. Select Functional Actuals and Single Journal Entry for a new workbook.



# Lab 1 Solutions: Creating Journal Entries Using ADI

## Step 3: Entering Journal Entries

1. Your Excel spreadsheet should look like the following example:

Microsoft Excel - Sheet1

File Edit View Insert Format Tools Data Window Help

Arial 8

134

View Context View Header

Template Type: Functional Journal

Template Style: Single Journal Entry

Set of Books: FEDERAL RAILROAD ADMIN

Database: DOTEDUC

Category: List - Text: Adjustment

Source: List - Text: Spreadsheet

Currency: List - Text: USD

Accounting Date: List - Date: 2/21/2003

| Upl     | FRA_FUND  | BUDGET_YI | FRA_BPAC   | FRA_ORG    | RA_OBJ | CLAS | FRA_GL   | ACCT       | FRA_F1     | FRA_F2     | FRA_F3     | FRA_F4     | Debit Value | Credit Value | Messages |
|---------|-----------|-----------|------------|------------|--------|------|----------|------------|------------|------------|------------|------------|-------------|--------------|----------|
|         | 27X070200 | 2003      | 1043000000 | 5020000000 | 26000  |      | 61000600 | 0000000000 | 0000000000 | 0000000000 | 0000000000 | 0000000000 | 100         |              |          |
|         | 27X070200 | 2003      | 1043000000 | 5020000000 | 26000  |      | 10106000 | 0000000000 | 0000000000 | 0000000000 | 0000000000 | 0000000000 |             | 100          |          |
|         | 27X070200 | 2003      | 1043000000 | 5020000000 | 25100  |      | 61000600 | 0000000000 | 0000000000 | 0000000000 | 0000000000 | 0000000000 | 300         |              |          |
|         | 27X070200 | 2003      | 1043000000 | 5020000000 | 25100  |      | 10106000 | 0000000000 | 0000000000 | 0000000000 | 0000000000 | 0000000000 |             | 300          |          |
| Totals: |           |           |            |            |        |      |          |            |            |            |            |            | 400         | 400          |          |

Note: This is not the end of the Journal Template. Unprotect the sheet and insert as many rows as needed.

Journal 1

Ready

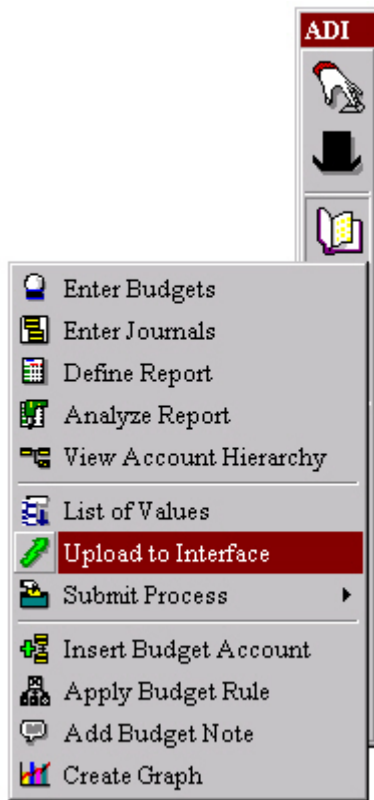
NUM

9:12 AM

## Lab 1 Solutions: Creating Journal Entries Using ADI

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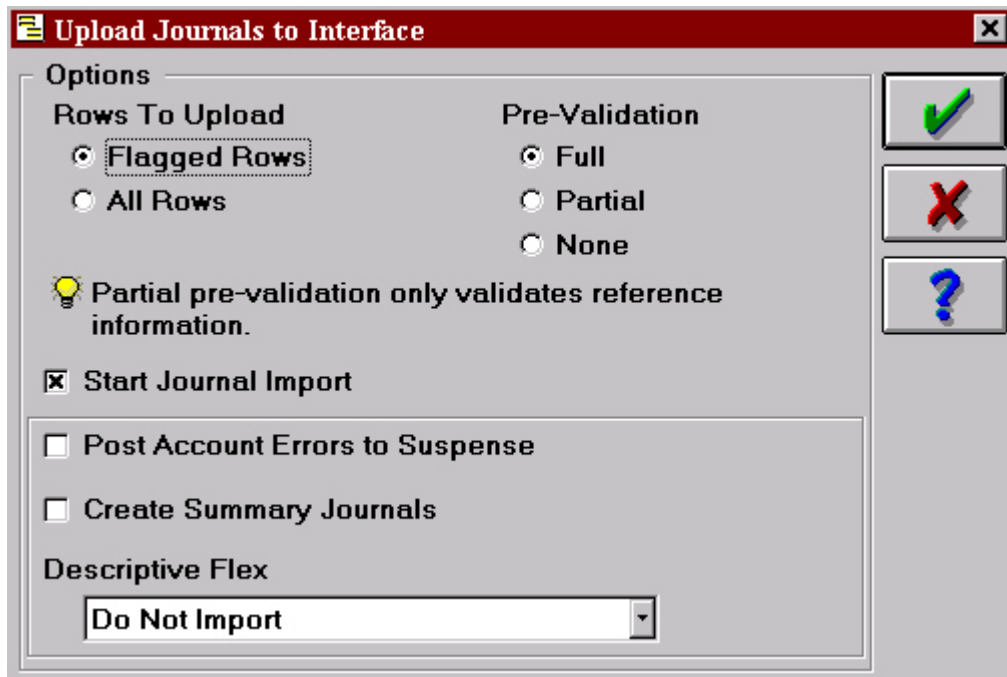
### Step 4: Uploading Your Journal Entry



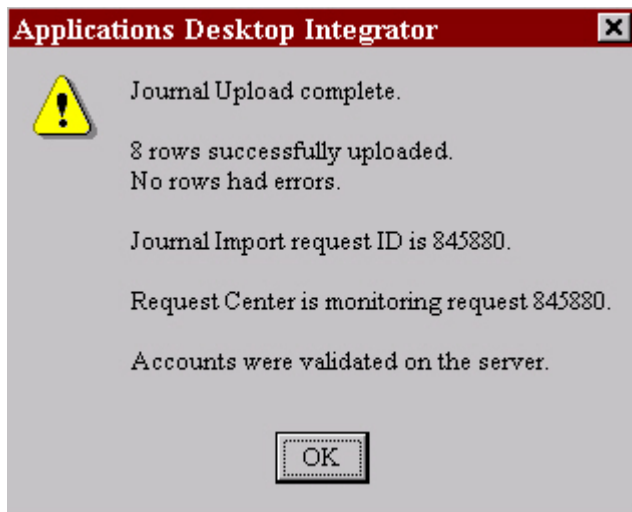
1. Select the Ledger icon and Upload to Interface icon.

## Lab 1 Solutions: Creating Journal Entries Using ADI

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2. Accept the defaults in the Upload Journals to Interface window and choose the green checkmark. This will validate the journal before it is interfaced.



3. You will receive a message notifying you that your upload was successful and that the journal import has been initiated. Select (B) OK.

## Lab 1 Solutions: Creating Journal Entries Using ADI

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Notice the happy face icons in the message section of the spreadsheet. This indicates all rows were successfully uploaded.

If you receive an unhappy face icon in any row, this indicates an error. The error will be listed next to the icon. You will need to correct the error and upload again.

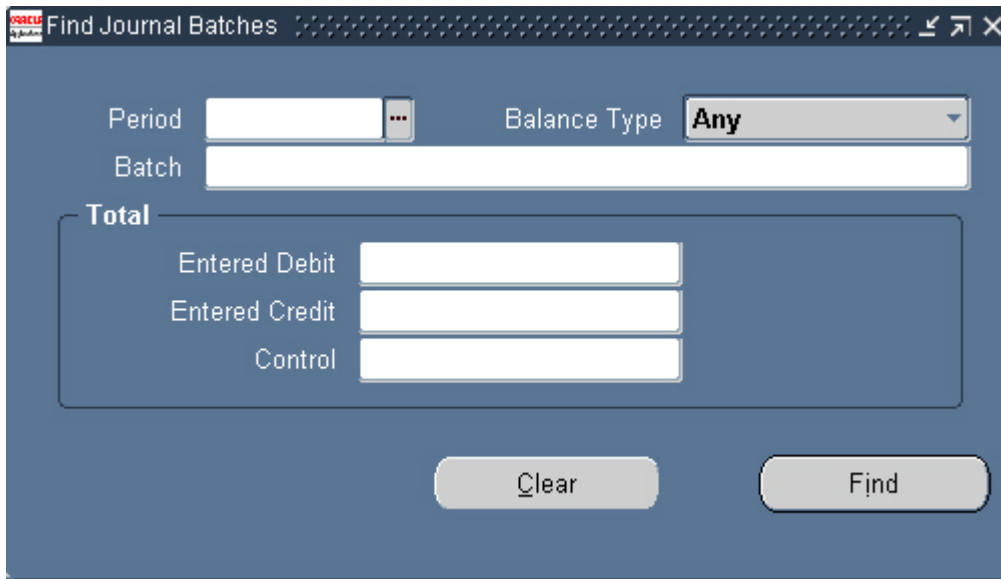
## Lab 1 Solutions: Creating Journal Entries Using ADI

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### Step 5: Review and Post Your Journal Entry

1. In Oracle Public Sector General Ledger navigate to the Post Journals window.

N → Journals → Post



Find Journal Batches

Period  Balance Type **Any**

Batch

**Total**

Entered Debit

Entered Credit

Control

2. Select (B) Find.



## Lab 1 Solutions: Creating Journal Entries Using ADI

Post Journals (FRA\_SET\_OF\_BOOKS)

|                                     | Period     | Batch                          | Balance Type | Total Entered |               | Control Total |
|-------------------------------------|------------|--------------------------------|--------------|---------------|---------------|---------------|
|                                     |            |                                |              | Debit         | Credit        |               |
| <input type="checkbox"/>            | FEB-03_FY4 | Spreadsheet 1360774: A 123     | Actual       | 150.00        | 150.00        |               |
| <input checked="" type="checkbox"/> | FEB-03_FY4 | Spreadsheet 1361063: A 123     | Actual       | 400.00        | 400.00        |               |
| <input type="checkbox"/>            | FEB-03_FY4 | deweese test 04-FEB-2003 11    | Actual       | 0.00          | 0.00          |               |
| <input type="checkbox"/>            | FEB-03_FY4 | jennifer's test 04-FEB-2003 11 | Actual       | 0.00          | 0.00          |               |
| <input type="checkbox"/>            | FEB-03_FY4 | jennifer's test 04-FEB-2003 11 | Actual       | 0.00          | 0.00          |               |
| <input type="checkbox"/>            | FEB-03_FY4 | judy test 04-FEB-2003 11:08:4  | Actual       | 0.00          | 0.00          |               |
| <input type="checkbox"/>            | FEB-03_FY4 | judy test 04-FEB-2003 11:10:5  | Actual       | 0.00          | 0.00          |               |
| <input type="checkbox"/>            | DEC-02_FY4 | AR 25803 Receivables 13607     | Actual       | 29,227,444.60 | 29,227,444.60 |               |
| <input type="checkbox"/>            | DEC-02_FY4 | AR 25821 Receivables 13610     | Actual       | 1,010,000.00  | 1,010,000.00  |               |

**Batch Information**

Post Status: **Postable**      Period Status: **Open**

Batch Status: **Requires funds reservation**

3. Select (B) Review Batch to review the batch before posting.
4. When ready to post, select the checkbox to the right of the line and (B) Post.
5. You will receive a concurrent request ID. Select (B) OK

# **Running Standard Reports**

## **Chapter 3**

# Running Standard Reports

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## Section Objectives

At the end of this section, you should be able to:

- Run standard reports and listings
- Monitor the status of standard report requests
- Review account balances

## Overview

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**Oracle General Ledger gives you a complete set of standard reports. Categories of standard reports and listings include:**

|                          |                                      |
|--------------------------|--------------------------------------|
| <b>Account Analysis</b>  | <b>Budget</b>                        |
| <b>Chart of Accounts</b> | <b>Consolidation</b>                 |
| <b>Currency</b>          | <b>Financial Statement Generator</b> |
| <b>General Ledger</b>    | <b>Journals</b>                      |
| <b>Trial Balance</b>     | <b>Execution</b>                     |
| <b>Other</b>             |                                      |

## Standard Reports and Listings

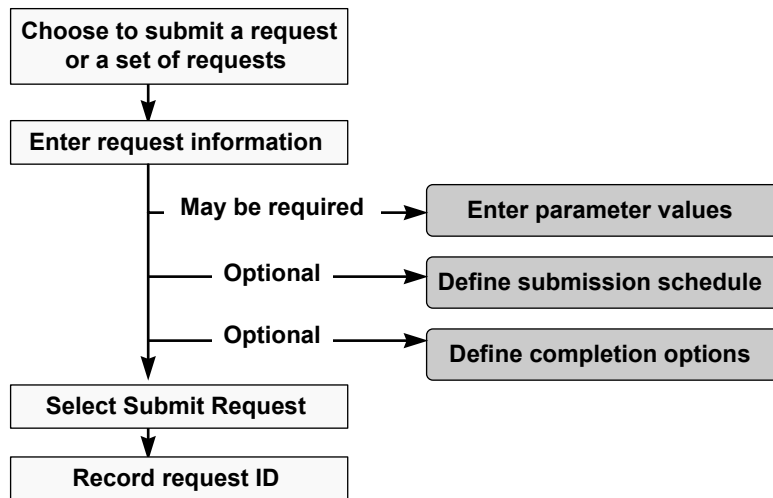
Oracle General Ledger provides several types of reports and listings to meet your business needs.

You can obtain account analysis information, budget information, chart of accounts listing, and many other types of data.

## Submitting a Request

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### Submit Request Flow



### Request Elements

There are three elements to submitting a request.

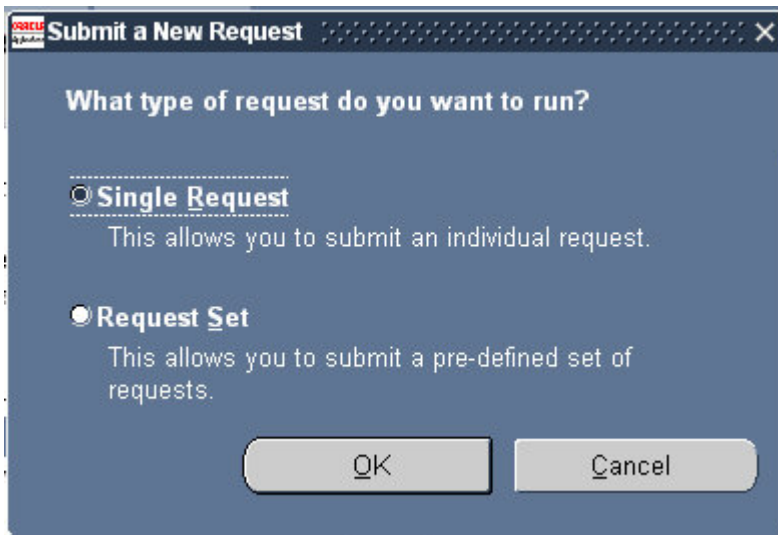
| Element  | Considerations   |
|--|--|
| Selecting the request or request set to be submitted | May require you to provide request parameters and the output language.                       |
| Defining a submission schedule                       | Submit as soon as possible or use a more complex schedule that you define and use again.     |
| Providing completion options                         | Deliver request output to others and specify printers and number of copies for each request. |

You can submit as many requests as you like from the Submit Request window. You can even submit a request more than once if you want to run the same request with different parameter values.

## Running Standard Report Requests

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Oracle Public Sector General Ledger  
N → Reports → Request → Standard  
Submit A New Request

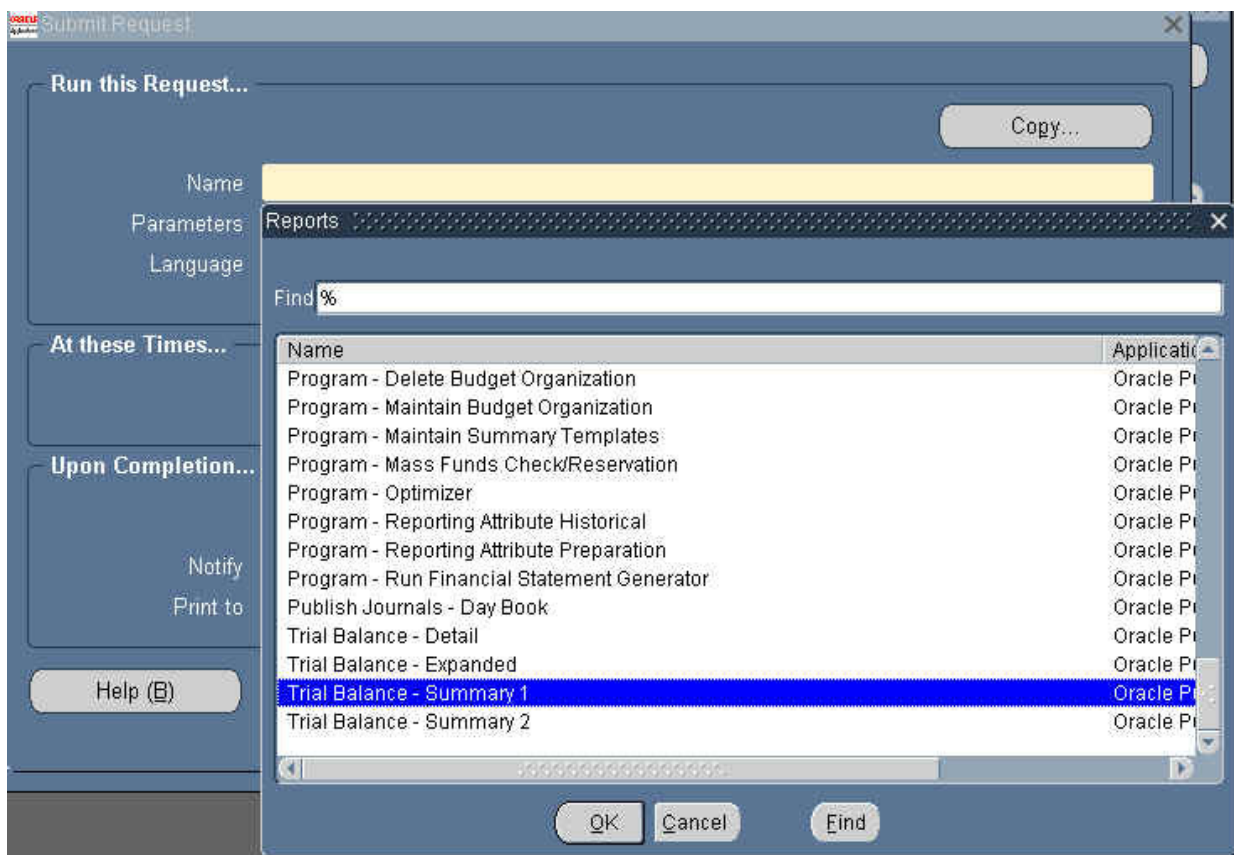


1. Choose (B) Single Request and select OK.

| SUBMIT REQUEST |   |           |
|----------------|---|-----------|
| Field Name     | Comments  | Required? |
| Name           | Select from the LOV the name of the request (report or program) you want to run.<br><b>Note:</b> Your responsibility's request group determines which requests appear in the list.  | Yes       |
| Parameters     | A parameters window may automatically appear if you selected a request that requires parameter values. Enter the values in the required parameter fields and choose OK. Your parameter values are concatenated and displayed in the Parameters field. | Yes       |
| Language       | If your site supports multiple languages, optionally select a language. The default language value is American English.   | Yes       |

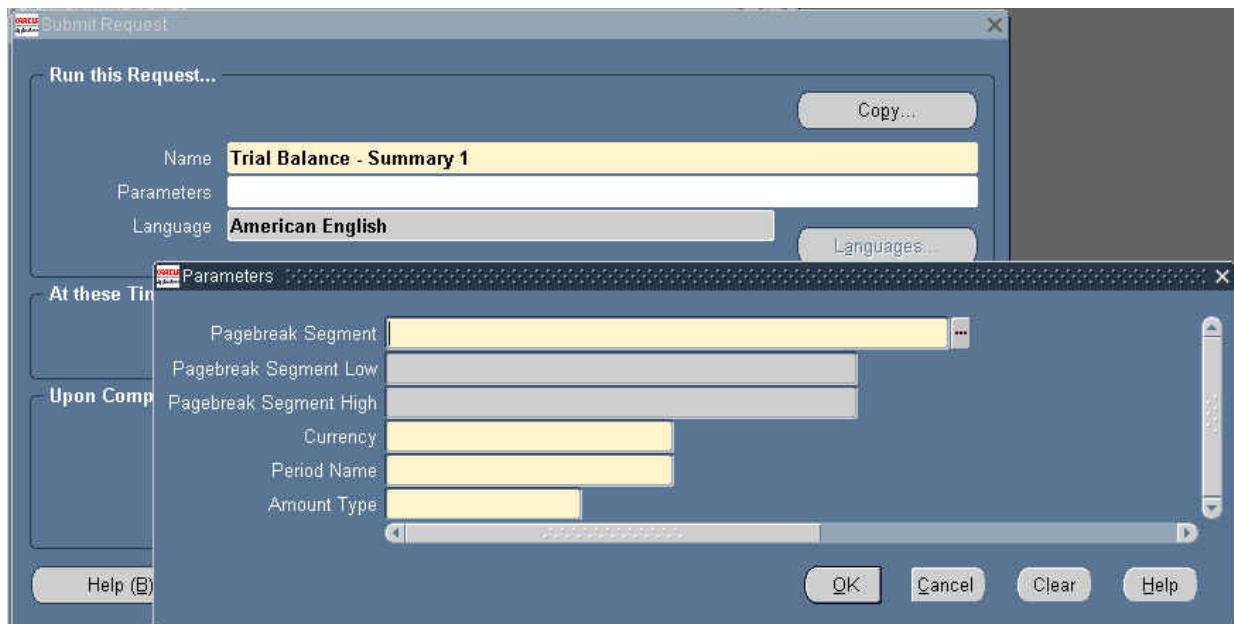
For more information on Standard Reports and a description of each, refer to *Standard Reports [REF7108Z]*

2. Select the name of the request from the LOV or use (B) Copy to take advantage of previously entered request submissions.



3. Select (B) OK

The Parameters screen automatically opens.



4. In the Parameters screen, enter the selection criteria in the appropriate fields.



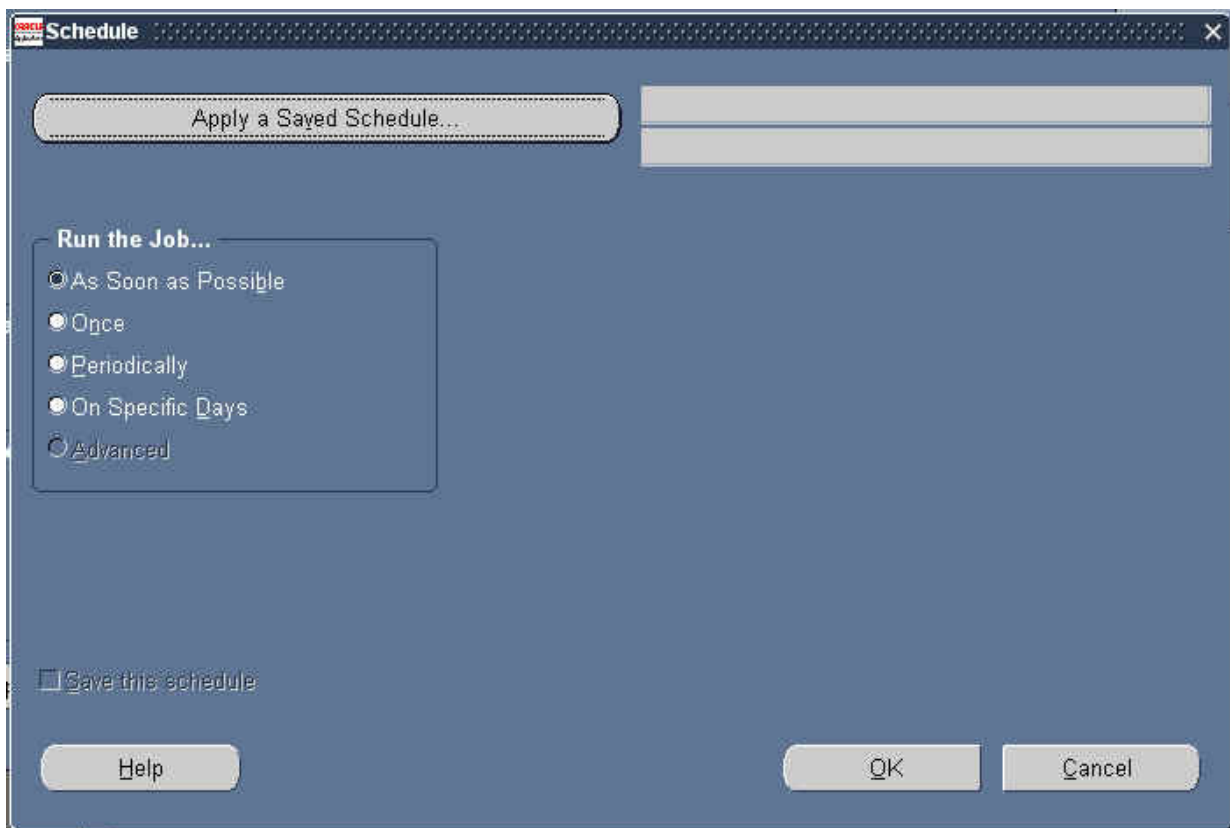
| PARAMETERS             |   |           |
|------------------------|---|-----------|
| Field Name             | Comments  | Required? |
| Pagebreak Segment      | Select from the List of Values the appropriate segment value. Choices are Fund, Budget Year, BPAC, ORG, Object Class and Future | Yes       |
| Pagebreak Segment Low  | Select from the List of Values, the desired low segment value.  | Yes       |
| Pagebreak Segment High | Select from the List of Values, the desired high segment value.   | Yes       |
| Currency               | Select the desired currency value   | Yes       |
| Period                 | Select the desired accounting period.   | Yes       |
| Account Type           | Select the desired amount type. Choices are PJTD - Project to Date, PTC - Period to Date and YTD - Year to Date.                | Yes       |

The screenshot shows a 'Submit Request' window with a 'Parameters' sub-window open. The main window has a 'Run this Request...' section with fields for Name, Parameters, and Language. The 'Parameters' sub-window contains the following fields and values:

- Pagebreak Segment: FRA\_FUND
- Pagebreak Segment Low: 000000000
- Pagebreak Segment High: 000000000
- Currency: USD
- Period Name: MAR-02\_FY-02
- Amount Type: YTD (Year to Date)

Buttons for OK, Cancel, Clear, and Help are located at the bottom of the 'Parameters' sub-window.

5. Select (B) OK.



6. Optionally, in the Submit Request screen, in the At These Times area, select (B) Schedule to choose your scheduling option from the following choices:

- Apply a Saved Schedule
  - Allows you to reuse a previously defined and saved schedule. You may modify the saved schedule for this one submission or save the modified schedule with a new name for future use.
- As Soon As Possible
  - Submits your request as soon as possible. If you choose this schedule type.
- Once
  - Submits your request once at the time and date you specify.
- Periodically
  - Submits your request repeatedly at the interval you specify.
- On Specific Days
  - Submits your request repeatedly on specific days of the week or month.
- Advanced
  - This option is reserved for future releases.

7. Select (B) OK.

**Upon Completion...**

☒ Save all Output Files

**Notify the following people:**

| Name                 | For Language |
|----------------------|--------------|
| 1.Accounting Manager |              |
|                      |              |
|                      |              |
|                      |              |

**Print the Output To:**

Style: **Landwide**

| Printer    | Copies | For Language  |
|------------|--------|---------------|
| adsprinter | 1      | All languages |
|            |        |               |
|            |        |               |
|            |        |               |

Help OK Cancel

8. Optionally, in the Submit Request screen, in the Upon Completion area, select (B) Options to do the any of following:

- Notify additional people
- Replace your name if you do not want to be notified to select a different printer than the one in your profile options
- Change the number of hard copies printed.

| UPON COMPLETION                  |  |           |
|----------------------------------|--|-----------|
| Field Name                       | Comments   | Required? |
| Save all Output Files            | Select the Save all Output Files check box to write your request output to a file and view your output online. | Yes       |
| Notify the Following People Area |  |           |
| Name                             | Enter the name of the person to be notified.   | No        |
| For Language                     | Leave blank.   | No        |
| Print the Output To Area         |  |           |
| Style                            | Select a print style.  | No        |
| Printer                          | Select the appropriate printer for your area.  | No        |
| Copies                           | Select the desired number of copies.   | No        |

|              |                |    |
|--------------|----------------|----|
| For Language | All Languages. | No |
|--------------|----------------|----|

9. Select (B) OK to return to the Submit Request window.
10. Select (B) Submit to submit your request.

## Lab 1: Using a Standard Report

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### Scenario

Your manager has asked you to run a Trial Balance - Summary 1 by Fund and Future 1 report. After you have submitted both reports, view your request and report output online.

Submit the Trial Balance - Summary 1 by Fund report using the following report parameters:

| Report Parameters for Trial Balance - Summary 1 |                     |
|---|---------------------|
| Pagebreak Segment                               | FRA_FUND            |
| Pagebreak Segment Low                           | 2710700000          |
| Pagebreak Segment High                          | 2710700000          |
| Currency  | USD                 |
| Period  | Current Open Period |
| Amount Type                                     | YTD                 |

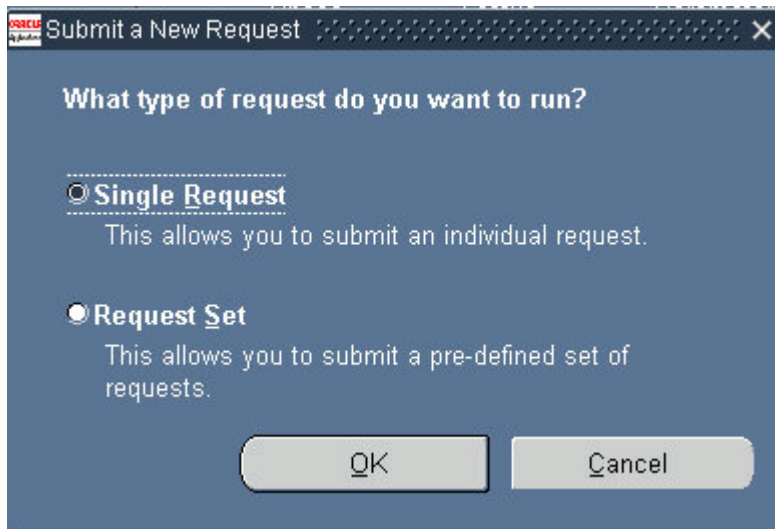
Submit the Trial Balance - Summary 1 by Future 1 report using the following report parameters:

| Report Parameters for Trial Balance - Summary 1 |                     |
|---|---------------------|
| Pagebreak Segment                               | FRA_F1              |
| Pagebreak Segment Low                           | 0000000000          |
| Pagebreak Segment High                          | ZZZZZZZZZZ          |
| Currency  | USD                 |
| Period  | Current Open Period |
| Amount Type                                     | YTD                 |

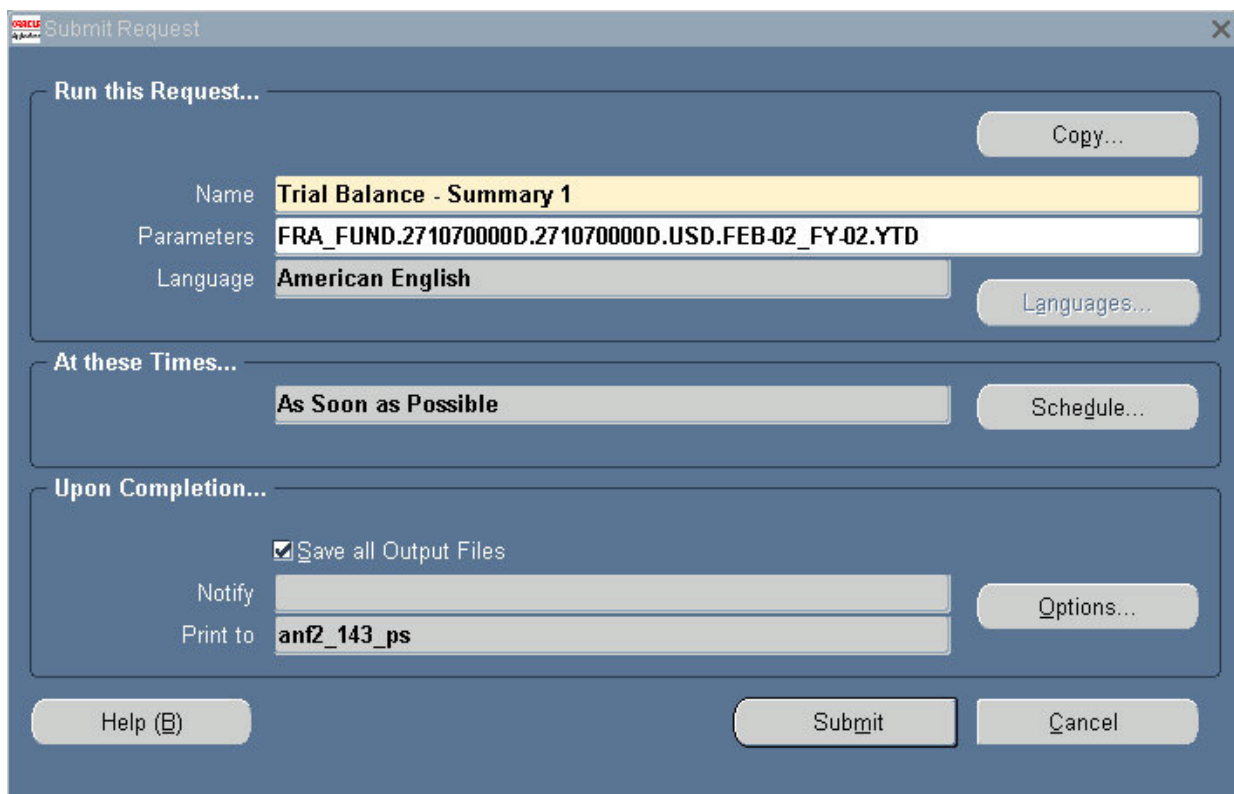
## Lab 1 Solutions: Using a Standard Report

1. Open the Submit Requests window.

N → Reports → Request → Standard

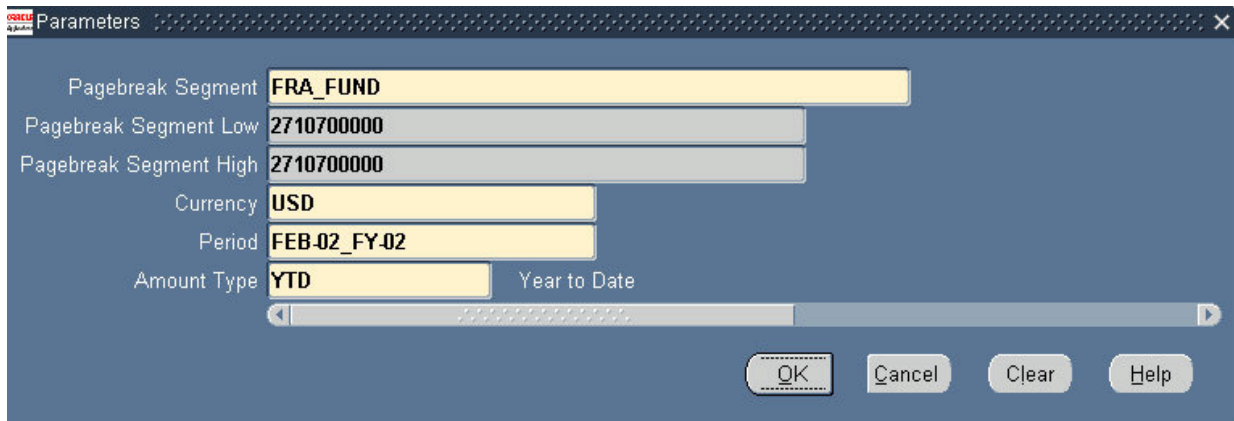


2. Select Single Request and select (B) OK.



3. In the Request Name field, select Trial Balance - Summary 1 from the list of values.

## Lab 1 Solutions: Using a Standard Report

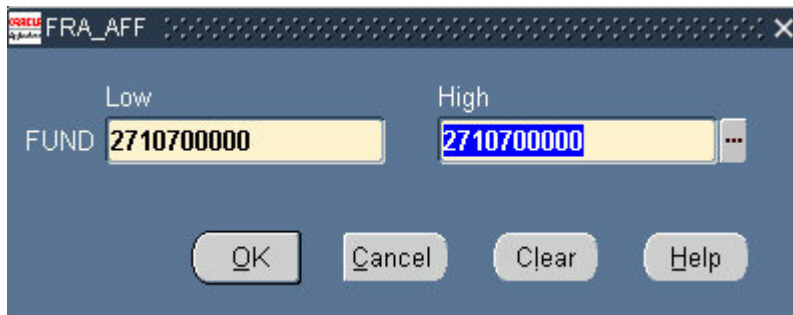


The Parameters window displays the following fields and values:

| Field                  | Value        |
|------------------------|--------------|
| Pagebreak Segment      | FRA_FUND     |
| Pagebreak Segment Low  | 2710700000   |
| Pagebreak Segment High | 2710700000   |
| Currency               | USD          |
| Period                 | FEB-02_FY-02 |
| Amount Type            | YTD          |
| Year to Date           |              |

Buttons: OK, Cancel, Clear, Help

4. In the Parameters window, select the Pagebreak Segment field from the LOV. The AFF window will appear.



The FRA\_AFF window displays the following fields and values:

| Field | Value      |
|-------|------------|
| Low   | 2710700000 |
| High  | 2710700000 |

Buttons: OK, Cancel, Clear, Help

5. Select from the LOV, the Low and High Fund fields and select (B) OK. Continue entering remaining fields in the Parameters field and select (B) OK.

## Lab 1 Solutions: Using a Standard Report

**Submit Request**

**Run this Request...**

Name: **Trial Balance - Summary 1**

Parameters: **FRA\_FUND.271070000D.271070000D.USD.FEB-02\_FY-02.YTD**

Language: **American English**

**At these Times...**

**As Soon as Possible**

**Upon Completion...**

☒ Save all Output Files

Notify:

Print to: **anf2\_143\_ps**

Buttons: Help (B), Submit, Cancel

6. In the Submit Request window, select (B) Submit to run the report.



## Lab 1 Solutions: Using a Standard Report

| Request ID | Name                      | Parent | Phase     | Status    | Parameters                           |
|------------|---------------------------|--------|-----------|-----------|--------------------------------------|
| 852828     | Trial Balance - Summary   |        | Completed | Normal    | 7, 50134, B, 1, 2710700000, 2710700  |
| 852790     | FSG - Row Set Detail List |        | Completed | Normal    | 7, 50134, G, 2856                    |
| 852654     | Trial Balance - Detail    |        | Completed | Normal    | 7, 50134, 1, 2710700000, 2710700000  |
| 852162     | Trial Balance - Summary   |        | Completed | Normal    | 7, 50134, B, 7, 0000000000, 00000000 |
| 852132     | Other - Transaction Code  |        | Completed | Normal    | 7,                                   |
| 852107     | Financial Statement Gen   |        | Completed | Normal    | JAN-02_FY-02, , 2854, 2856, 1219, U  |
| 851374     | DELPHI Night Processes    |        | Pending   | Scheduled | 20003, 544                           |
| 851373     | Posting                   |        | Completed | Normal    | 7, 50134, 22117                      |
| 851372     | Program - Automatic Pos   | 851371 | Completed | Normal    | 7, 2                                 |
| 851371     | Program - Automatic Pos   | 849183 | Completed | Normal    | 20003, 544, 10487, 849183            |

7. In the Requests window, select (B) Refresh Data until the request phase shows Completed.
8. Select (B) View Output to view the Trial Balance - Summary 1 report.

## Lab 1 Solutions: Using a Standard Report

Report request ID - 852828

Page **1** Font Size **10**

FEDERAL RAILROAD ADMIN

Summary1 Trial Balance  
Period: FEB-02\_FY-02

Currency: USD  
Balance Type: Year to Date  
FUND Range: 2710700000 to 2710700000

FUND: 2710700000 SAFETY AND OPERATIONS, FRA, FY-01, DIRECT

| FRA_GL_ACCT | Description                     | Beginning Balance | Debits       |
|-------------|---------------------------------|-------------------|--------------|
| 10100000    | O,E - FUND BALANCE WITH TREASUR | (9,148,496.09)    | 9,270,839.23 |
| 10100099    | O,E,Non-224 - FUND BALANCE WITH | 36,400,452.82     | 0.00         |
| 10103000    | I,E - FUND BALANCE WITH TREASUR | (1,124,114.87)    | 81,242.50    |
| 10106000    | N,E - FUND BALANCE WITH TREASUR | (9,607,043.94)    | 1,483,127.52 |
| 13106000    | N,E - ACCOUNTS RECEIVABLE BILLE | 3,780.54          | 0.00         |
| 14106000    | N,E - ADVANCES TO OTHERS        | 2,003.40          | 1,242.01     |
| 14500000    | O,E - PREPAYMENTS               | 2,500.00          | 0.00         |
| 14503000    | I,E - PREPAYMENTS               | 464,523.44        | 681,264.04   |
| 14506000    | N,E - PREPAYMENTS               | 0.00              | 0.00         |

Go To... First Previous Next Last

## Lab 1 Solutions: Using a Standard Report

**Submit Request**

**Run this Request...**

Name: **Trial Balance - Summary 1**

Parameters: **FRA\_F1.0000000000.////////.USD.FEB-02\_FY-02.YTD**

Language: **American English**

**At these Times...**

**As Soon as Possible**

**Upon Completion...**

☒ Save all Output Files

Notify:

Print to: **anf2\_143\_ps**

Buttons: Copy..., Languages..., Schedule..., Options..., Help (B), Submit, Cancel

9. For the next request, repeat steps 1 and 2. In the Submit Request window, select Trial Balance - Summary 1 in the Name field.

**Parameters**

Pagebreak Segment: **FRA\_F1**

Pagebreak Segment Low: **0000000000**

Pagebreak Segment High: **////////**

Currency: **USD**

Period: **FEB-02\_FY-02**

Amount Type: **YTD** Year to Date

Buttons: OK, Cancel, Clear, Help

10. In the Parameters window, select the Pagebreak Segment field from LOV. The AFF window will appear.

## Lab 1 Solutions: Using a Standard Report

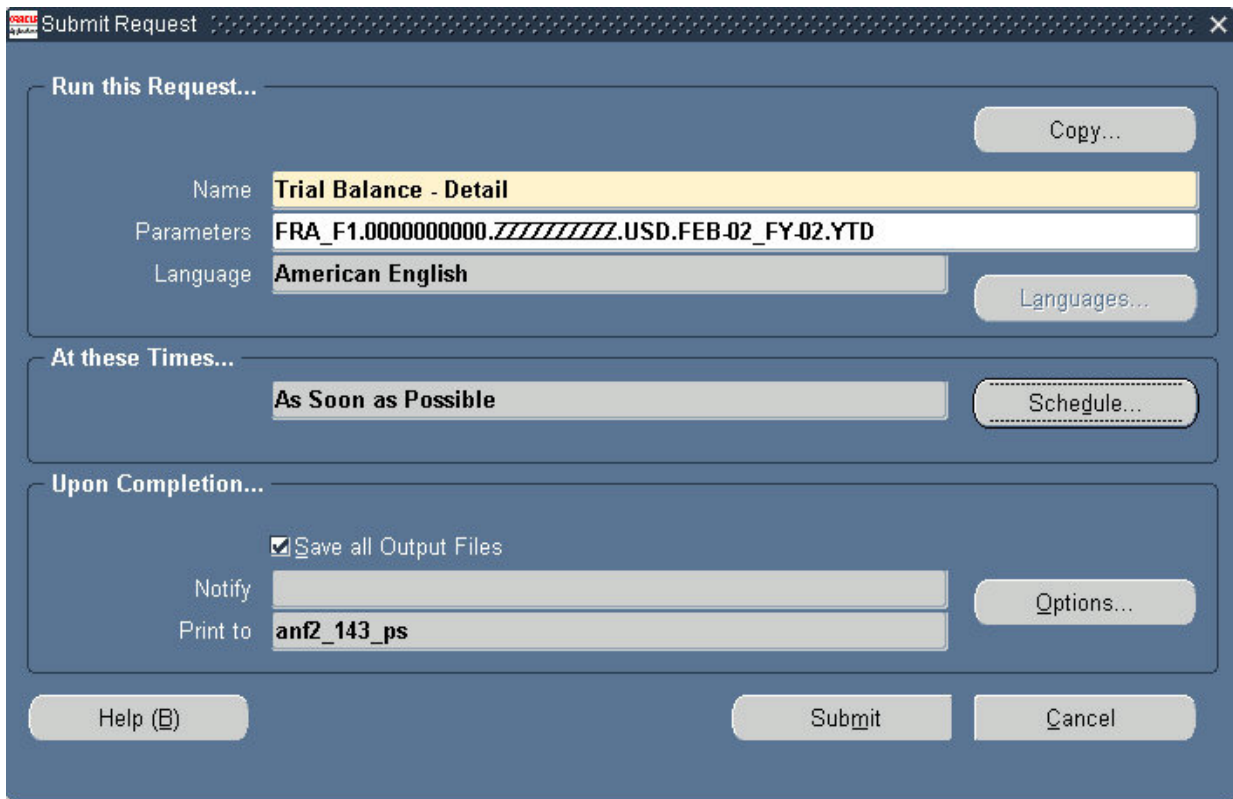


FRA\_AFF

Low: 0000000000 High: ////

OK Cancel Clear Help

11. Enter the Low and High Future 1 fields and select (B) OK. Continue entering the remaining fields in the Parameters window and select (B) OK.



Submit Request

Run this Request...

Name: Trial Balance - Detail

Parameters: FRA\_F1.0000000000.//////.USD.FEB-02\_FY-02.YTD

Language: American English

Copy...

At these Times...

As Soon as Possible

Schedule...

Upon Completion...

☒ Save all Output Files

Notify:

Print to: anf2\_143\_ps

Options...

Help (B) Submit Cancel

12. In the Submit Request window, select (B) Submit.

## Lab 1 Solutions: Using a Standard Report

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13. To view your submitted requests, open the Requests window using one of the following paths:

N → View → Requests (from the menu bar in the Navigator window)

OR

N → Other → Requests

## Lab 1 Solutions: Using a Standard Report

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**Find Requests**

☐ My Completed Requests

☐ My Requests In Progress

☒ All My Requests

☐ Specific Requests

Request ID

Name

Date Submitted

Date Completed

Status

Phase

Requestor

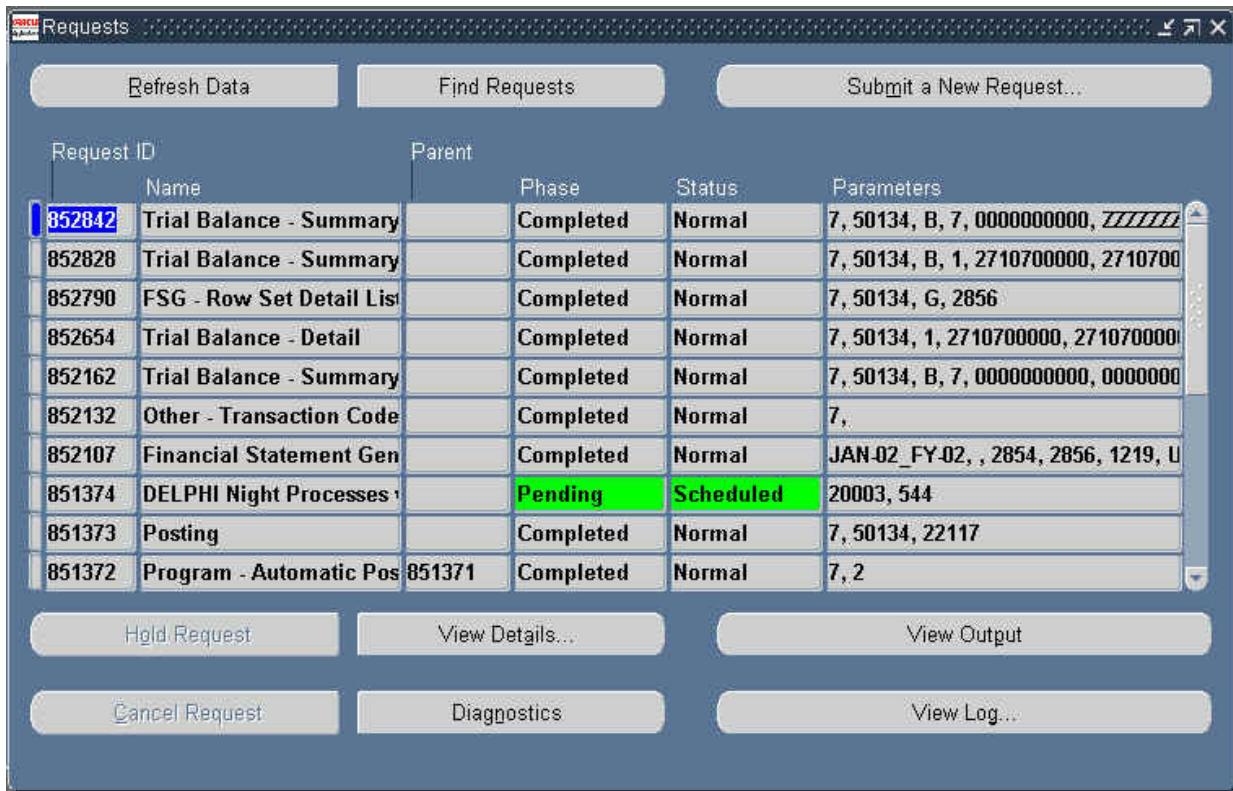
☒ Include Request Set Stages in Query

Order By **Request ID**

Submit a New Request... Clear Find

14. Select (B) Find.

## Lab 1 Solutions: Using a Standard Report



| Request ID | Name                     | Parent | Phase     | Status    | Parameters                          |
|------------|--------------------------|--------|-----------|-----------|-------------------------------------|
| 852842     | Trial Balance - Summary  |        | Completed | Normal    | 7, 50134, B, 7, 0000000000, /       |
| 852828     | Trial Balance - Summary  |        | Completed | Normal    | 7, 50134, B, 1, 2710700000, 2710700 |
| 852790     | FSG - Row Set Detail Lis |        | Completed | Normal    | 7, 50134, G, 2856                   |
| 852654     | Trial Balance - Detail   |        | Completed | Normal    | 7, 50134, 1, 2710700000, 271070000  |
| 852162     | Trial Balance - Summary  |        | Completed | Normal    | 7, 50134, B, 7, 0000000000, 0000000 |
| 852132     | Other - Transaction Code |        | Completed | Normal    | 7,                                  |
| 852107     | Financial Statement Gen  |        | Completed | Normal    | JAN-02_FY-02, , 2854, 2856, 1219, U |
| 851374     | DELPHI Night Processes   |        | Pending   | Scheduled | 20003, 544                          |
| 851373     | Posting                  |        | Completed | Normal    | 7, 50134, 22117                     |
| 851372     | Program - Automatic Pos  | 851371 | Completed | Normal    | 7, 2                                |

15. Place your cursor on your Request ID number and then select View Output to view your report.



## Lab 1 Solutions: Using a Standard Report

Report: request ID - 852842

Page **1** Font Size **10**

FEDERAL RAILROAD ADMIN

Summary1 Trial Balance  
Period: FEB-02\_FY-02

Currency: USD  
Balance Type: Year to Date  
FUTURE 1 Range: 0000000000 to ZZZZZZZZZZ  
FUTURE 1: 0000000000 NOT APPLICABLE

| FRA_GL_ACCT | Description                     | Beginning Balance | Debits         |
|-------------|---------------------------------|-------------------|----------------|
| 10100000    | O,E - FUND BALANCE WITH TREASUR | (623,338,411.34)  | 494,180,164.41 |
| 10100099    | O,E,Non-224 - FUND BALANCE WITH | 1,368,091,886.45  | 925,790,644.73 |
| 10100100    | O,NE - FUND BALANCE WITH TREASU | 7,855,582.52      | 221,520.54     |
| 10100199    | O,NE,Non-224 - FUND BALANCE WIT | 10.00             | 0.00           |
| 1010224M    | FUND BALANCE WITH TREASURY, MAN | (160,945.90)      | 0.00           |
| 10103000    | I,E - FUND BALANCE WITH TREASUR | (11,066,281.02)   | 11,028,124.92  |
| 10106000    | N,E - FUND BALANCE WITH TREASUR | (131,108,721.65)  | 396,120,189.29 |
| 10106100    | N,NE - FUND BALANCE WITH TREASU | (84,764.96)       | 795,025,078.48 |

Go To... First Previous Next Last



## Monitoring Standard Report Requests

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**Each concurrent request has a life cycle consisting of four phases. Within each phase, a concurrent request has a specific condition or status.**

| Phase     | Status   |
|-----------|--|
| Pending   | <ul style="list-style-type: none"><li>– Normal</li><li>– Scheduled</li><li>– Standby</li><li>– Waiting</li></ul>                   |
| Running   | <ul style="list-style-type: none"><li>– Normal</li><li>– Resuming</li><li>– Paused</li><li>– Terminating</li></ul>                 |
| Completed | <ul style="list-style-type: none"><li>– Normal</li><li>– Warning</li><li>– Terminated</li><li>– Error</li><li>– Canceled</li></ul> |
| Inactive  | <ul style="list-style-type: none"><li>– Disabled</li><li>– No Manager</li><li>– On Hold</li></ul>                                  |

## Monitoring Phases

Here is a list of the different phases of the monitoring process:

| Phase                          | Description   |
|--------------------------------|---|
| Pending                        | Request has not started running<br><b>Note:</b> You can change your run and print options or place any concurrent process on hold if request has not yet started running. |
| Running                        | Request has started running   |
| Completed with a Normal Status | Request has completed successfully  |
| Completed with an Error Status | Request has completed unsuccessfully<br><b>Note:</b> Select Open in the Concurrent Requests Summary window to view any diagnostic messages about the error.               |

## Canceling Requests

Select Cancel in the Concurrent Requests Summary window to cancel any concurrent process that has not yet completed.

# Monitoring Standard Report Requests

## Requests

Oracle Public Sector General Ledger

N → Other → Requests

B → Find

Requests

| Request ID | Name                      | Parent | Phase     | Status | Parameters                           |
|------------|---------------------------|--------|-----------|--------|--------------------------------------|
| 387851     | Journal Import            |        | Completed | Normal | 22384, 7, N, , , N, N                |
| 387846     | GLDI - Journal Import (Jo |        | Completed | Normal | 22382, 7, N, 2001/08/07, 2001/08/07, |
| 387828     | Financial Statement Gen   |        | Completed | Normal | AUG-01_FY-01, 2001/08/07, 1178, 12   |
| 387827     | Financial Statement Gen   |        | Completed | Normal | AUG-01_FY-01, 2001/08/07, 1178, 12   |
| 384842     | Reprint output of request |        | Completed | Normal | 384841, anf2_124_ps, 1, PORTRAIT     |
| 384841     | GOALS FMS Form 224 Re     |        | Completed | Normal | FVTI224R                             |
| 384840     | GOALS FMS Form 224 Pr     |        | Completed | Normal | JUN-01_FY-01, 3771, 1                |
| 384839     | FMS Form 224 Exception    |        | Completed | Normal | JUN-01_FY-01, 7, 1, 3771             |
| 384838     | Reprint output of request |        | Completed | Normal | 384836, anf2_124_ps, 1, PORTRAIT     |
| 384837     | FMS Form 224 Detail Tra   |        | Completed | Normal | JUN-01_FY-01, 7, 1, 3771, F, 0       |

## How to Monitor Requests

You can monitor your concurrent requests when you display the Requests window. If your request has not yet started running, you can also cancel or change some of the request's parameter, scheduling, or completion options.

1. Move your cursor to the record that represents the request you want to examine in detail. Each record shows you the request ID, request name, phase and status of the request, as well as the parameters used by the request.

| Color of Status Field | Description                                       |
|-----------------------|---|
| Red                   | The request has completed with a status of ERROR. |

|        |   |
|--------|---|
| Yellow | The request has either completed with a status of WARNING or is currently INACTIVE. |
| Green  | The request is PENDING or RUNNING.  |
| Grey   | The request has completed with a status of NORMAL, CANCELLED, or TERMINATED.        |

2. Select (B) View Details to review and update a request's schedule.

The screenshot shows a window titled 'Requests' with a table of request data and several action buttons. The table has columns for Request ID, Name, Parent, Phase, Status, and Parameters. The first row is highlighted in blue.

| Request ID | Name                      | Parent | Phase     | Status | Parameters                           |
|------------|---------------------------|--------|-----------|--------|--------------------------------------|
| 387851     | Journal Import            |        | Completed | Normal | 22384, 7, N, , , N, N                |
| 387846     | GLDI - Journal Import (Jo |        | Completed | Normal | 22382, 7, N, 2001/08/07, 2001/08/07, |
| 387828     | Financial Statement Gen   |        | Completed | Normal | AUG-01_FY-01, 2001/08/07, 1178, 12   |
| 387827     | Financial Statement Gen   |        | Completed | Normal | AUG-01_FY-01, 2001/08/07, 1178, 12   |
| 384842     | Reprint output of request |        | Completed | Normal | 384841, anf2_124_ps, 1, PORTRAIT     |
| 384841     | GOALS FMS Form 224 Re     |        | Completed | Normal | FVTI224R                             |
| 384840     | GOALS FMS Form 224 Pr     |        | Completed | Normal | JUN-01_FY-01, 3771, 1                |
| 384839     | FMS Form 224 Exception    |        | Completed | Normal | JUN-01_FY-01, 7, 1, 3771             |
| 384838     | Reprint output of request |        | Completed | Normal | 384836, anf2_124_ps, 1, PORTRAIT     |
| 384837     | FMS Form 224 Detail Tra   |        | Completed | Normal | JUN-01_FY-01, 7, 1, 3771, F, 0       |

Buttons at the top: Refresh Data, Find Requests, Submit a New Request...

Buttons at the bottom: Hold Request, View Details..., View Output, Cancel Request, Diagnostics, View Log...

3. Select (B) schedule to update the scheduling information if your request meets all of the following criteria:
  - You made the initial request.
  - The request has not yet run.
  - The program does not prevent request updates.
4. Select (B) Completion Options to see names of people to notify, the printer name used, the number of copies to print, and the print style.
5. Select (B) Managers from the Tools menu to view your request's position within each available concurrent manager's queue, if the request has not run yet.
6. To reprint your request, select (B) Reprint from the Tools menu.
7. To view Diagnostics, select (B) Diagnostics to display information about when the request completed. If it did not complete, you will receive a message explaining why.

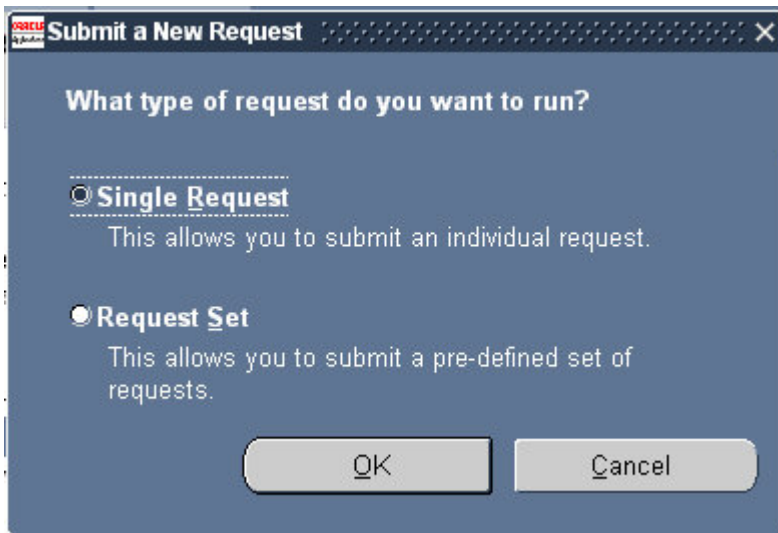
## Reviewing Account Balances in Reports

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Oracle Public Sector General Ledger

N→ Other → Report → Run

Submit a New Request



1. In the Submit a New Request form, enable the Single Request radio button. Select (B) OK.

**Submit Request**

**Run this Request...**

Name

Parameters

Language

**At these Times...**

**As Soon as Possible**

**Upon Completion...**

☒ Save all Output Files

Notify

Print to

2. In the Submit Request form, in the Run this Request area, select the list of values.

**Submit Request**

**Run this Request...**

Name

Parameters

Language

**At these Times...**

**As Soon as Possible**

**Upon Completion...**

☒ Save all Output Files

Notify

Print to

**Reports**

Find %

| Name  | Application     |
|---|-----------------|
| Program - Delete Budget Organization        | Oracle P        |
| Program - Maintain Budget Organization      | Oracle P        |
| Program - Maintain Summary Templates        | Oracle P        |
| Program - Mass Funds Check/Reservation      | Oracle P        |
| Program - Optimizer                         | Oracle P        |
| Program - Reporting Attribute Historical    | Oracle P        |
| Program - Reporting Attribute Preparation   | Oracle P        |
| Program - Run Financial Statement Generator | Oracle P        |
| Publish Journals - Day Book                 | Oracle P        |
| <b>Trial Balance - Detail</b>               | <b>Oracle P</b> |
| Trial Balance - Expanded                    | Oracle P        |
| Trial Balance - Summary 1                   | Oracle P        |
| Trial Balance - Summary 2                   | Oracle P        |

3. In the Reports form, choose the desired report and select (B) OK.

The Parameters window automatically opens.

4. In the Parameters form, enter selection criteria in the appropriate fields. Select (B) OK.

| PARAMETERS             |   |           |
|------------------------|---|-----------|
| Field Name             | Comments  | Required? |
| Pagebreak Segment      | Select from the List of Values the appropriate segment value. Choices are Fund, Budget Year, BPAC, ORG, Object Class and Future | Yes       |
| Pagebreak Segment Low  | Select from the List of Values the desired low segment value.   | Yes       |
| Pagebreak Segment High | Select from the List of Values the desired high segment value.  | Yes       |
| Currency               | Select the desired currency value.  | Yes       |
| Period                 | Select the desired accounting period.   | Yes       |
| Account Type           | Select the desired amount type. Choices are PJTD-Project to Date, PTD-Period to Date, YTD-Year to Date.                         | Yes       |

**Submit Request**

**Run this Request...**

Name: **Trial Balance - Detail**

Parameters: **FRA\_FUND.2710700000.2710700000.USD.FEB-02\_FY-02.YTD**

Language: **American English**

**At these Times...**

**As Soon as Possible**

**Upon Completion...**

☒ Save all Output Files

Notify:

Print to: **anf2\_143\_ps**

Buttons: Copy..., Languages..., Schedule..., Options..., Help (B), Submit, Cancel

5. Optionally, in the Submit Request form, in the At these Times area, report submission scheduling can be activated. Select (B) Schedule.

**Schedule**

Apply a Saved Schedule...

**Run the Job...**

☐ As Soon as Possible

☐ Once

☐ Periodically

☐ On Specific Days

☐ Advanced

☐ Save this schedule

Help OK Cancel

6. In the Schedule form, choose from LOV a previously saved schedule or in the Run the Job area, choose appropriate radio button. Select (B) OK.



**Submit Request**

**Run this Request...**

Name: **Trial Balance - Detail**

Parameters: **FRA\_FUND.2710700000.2710700000.USD.FEB-02\_FY-02.YTD**

Language: **American English**

**At these Times...**

**As Soon as Possible**

**Upon Completion...**

☒ Save all Output Files

Notify:

Print to: **anf2\_143\_ps**

Buttons: Copy..., Languages..., Schedule..., Options..., Help (B), Submit, Cancel

7. Optionally, in the Submit Request form, in the Upon Completion area, notifications and printer preferences can be established. Select (B) Options.

**Upon Completion...**

☒ Save all Output Files

**Notify the following people:**

| Name                | For Language |
|---------------------|--------------|
| MC CLAIN, FRA JODIE |              |
|                     |              |
|                     |              |
|                     |              |

**Print the Output To:**

Style: **Landscape**

| Printer     | Copies | For Language |
|-------------|--------|--------------|
| anf2_143_ps | 0      |              |
|             |        |              |
|             |        |              |
|             |        |              |

Help OK Cancel

8. In the Upon Completion form, in the Notify the following people: area, enter employees that need to be notified of the subsequent report. In the Print the Output To: area, select Style, Printer, and number of Copies from LOV. Select (B) OK.

**Submit Request**

**Run this Request...**

Copy...

Name: **Trial Balance - Detail**

Parameters: **FRA\_FUND.2710700000.2710700000.USD.FEB-02\_FY-02.YTD**

Language: **American English** Languages...

**At these Times...**

**As Soon As Possible** Schedule...

**Upon Completion...**

☒ Save all Output Files

Notify: **MC CLAIN, FRA JODIE** Options...

Print to: **anf2\_143\_ps**

Help (B) Submit Cancel

9. In the Submit Request form, select (B) Submit to submit the process to run this report.

**Requests**

Refresh Data Find Requests Submit a New Request...

| Request ID | Name                       | Parent | Phase     | Status    | Parameters                          |
|------------|----------------------------|--------|-----------|-----------|-------------------------------------|
| 613782     | Trial Balance - Detail     |        | Completed | Normal    | 1, 101, 2, 100, 100, USD, Aug-01, Y |
| 613781     | Trial Balance - Detail     |        | Completed | Normal    | 1, 101, 2, 100, 100, USD, Aug-01, Y |
| 613780     | Workflow Background Pr     |        | Completed | Cancelled | GLALLOC, , , Y, N                   |
| 613779     | Key Indicators Report -- I |        | Completed | Cancelled | , 1, , ,                            |
| 613778     | Workflow Background Pr     |        | Completed | Normal    | GLALLOC, , , Y, N                   |
| 613777     | Workflow Background Pr     |        | Completed | Normal    | GLALLOC, , , Y, N                   |
| 613776     | Workflow Background Pr     |        | Completed | Normal    | GLALLOC, , , Y, N                   |
| 613775     | Workflow Background Pr     |        | Completed | Normal    | GLALLOC, , , Y, N                   |
| 613774     | Workflow Background Pr     |        | Completed | Normal    | GLALLOC, , , Y, N                   |
| 613773     | Workflow Background Pr     |        | Completed | Normal    | GLALLOC, , , Y, N                   |

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

10. In the Requests form, continue to refresh the screen until the Phase column shows completed by selecting (B) Refresh Data.
11. After the Phase column shows completed, select (B) View Output to view the report online.

Report: request ID - 435845

Page 1 Font Size 10

FEDERAL RAILROAD ADMIN

Detail Trial Balance

Year to date as of SEP-01\_FY-01

Currency: USD

FUND Range: 2710700000 to 2710700000

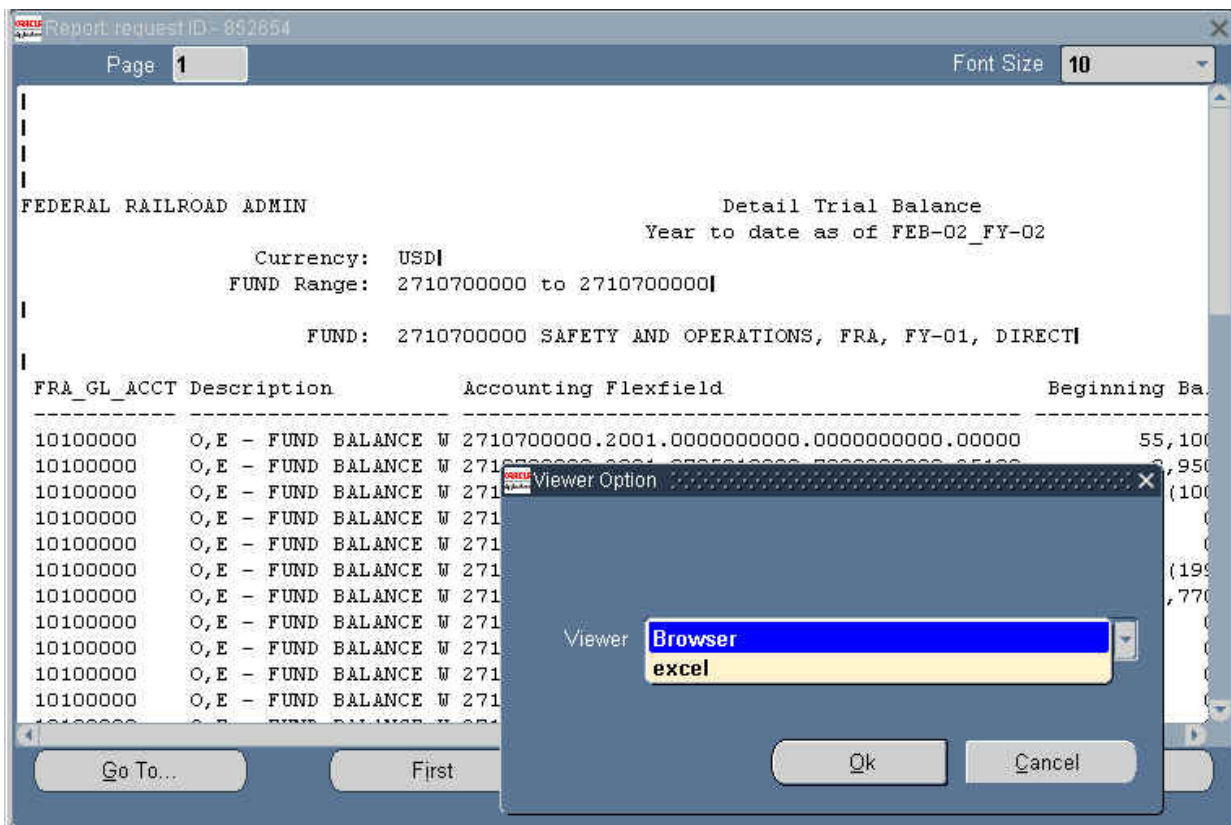
FUND: 2710700000 SAFETY AND OPERATIONS, FRA, FY-01, DIRECT

| FRA_GL   | ACCT | Description      | Accounting Flexfield                     | Beginning Balance |
|----------|------|------------------|--|-------------------|
| 10100000 | O,E  | - FUND BALANCE W | 2710700000.2001.0000000000.0000000000.00 | 0.00              |
| 10100000 | O,E  | - FUND BALANCE W | 2710700000.2001.0101090000.4050000000.25 | 0.00              |
| 10100000 | O,E  | - FUND BALANCE W | 2710700000.2001.0705010000.7000000000.25 | 0.00              |
| 10100000 | O,E  | - FUND BALANCE W | 2710700000.2001.0901010000.1100000000.26 | 0.00              |
| 10100000 | O,E  | - FUND BALANCE W | 2710700000.2001.0901040000.3000000000.25 | 0.00              |
| 10100000 | O,E  | - FUND BALANCE W | 2710700000.2001.0901040000.3000000000.25 | 0.00              |
| 10100000 | O,E  | - FUND BALANCE W | 2710700000.2001.0901050000.4020000000.21 | 0.00              |
| 10100000 | O,E  | - FUND BALANCE W | 2710700000.2001.0901050000.4030000000.21 | 0.00              |
| 10100000 | O,E  | - FUND BALANCE W | 2710700000.2001.0901050000.4050000000.21 | 0.00              |
| 10100000 | O,E  | - FUND BALANCE W | 2710700000.2001.0901050000.4050000000.21 | 0.00              |
| 10100000 | O,E  | - FUND BALANCE W | 2710700000.2001.0901050000.4050000000.26 | 0.00              |

Go To... First Previous Next Last

View the report by using the scroll bar or selecting one of the button options at the bottom of the screen.

12. Optionally, select (I) Tools: Copy File to view the report from your internet browser.



13. Select browser to open the report in your internet browser or select Excel to open the report in an Excel spreadsheet.

## Summary

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This lesson covered the following topics:

- Running standard reports and listings
- Monitoring the status of standard report requests
- Review account balances